



NORTH CEDAR ACADEMY

Student Handbook 2014-2015

North Cedar Academy
1500 Port Arthur Road
Ladysmith, WI 54848
715-532-0201
www.northcedar.net

MISSION STATEMENT

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

North Cedar Academy

1500 Port Arthur Road
Ladysmith, WI 54848
www.northcedar.net
PHONE # - (715) 532-0201
FAX # - (715) 532-9916

Head of School

Mr. Robert A. King

raking@northcedar.net

Assistant Head of School/Dean of Students

Mario Friedel

mfriedel@northcedar.net

2014-2015 SCHOOL CALENDAR

August 28-29	Junior/Senior Orientation & UW
September 2	Freshmen/Sophomore Orientation
September 3	Classes Begin
September 13	ACT Test - Not Recommended
September 26	ILR Due
October 9	Staff Development – 1PM Release
October 11	SAT Test – Not Recommended
October 15 & 18	PSAT Test
October 25	ACT Test - Not Recommended
November 7	End of 1st Qtr - 1PM Release
November 8	SAT Test – Not Recommended
November 10	Grades Due
November 21	Early Release - 1:00 PM
November 26-28	Thanksgiving Recess
December 6	SAT Test – Not Recommended
December 12	ILR Due
December 13	ACT Test – Not Recommended
December 18	Staff Development – 1PM Release
Dec. 24-31	Winter Holiday Vacation
January 5	Students and Staff Back to School
January 23	End of 2nd Qtr - 1PM Release
January 24	SAT Test – Not Recommended
January 26	Grades Due
February 7	ACT Test – RECOMMENDED
February 20	ILR Due

March 7	SAT Test – RECOMMENDED
March 20-23	Spring Break
March 27	End of 3rd Qtr – 1PM Release
March 30	Grades Due
April 3	Staff Development – 1PM Release
April 18	ACT Test – RECOMMENDED
April 24	ILR Due
May 2	SAT Test – RECOMMENDED
May 14	Staff Development – 1PM Release
May 25	Memorial Day - Holiday
May 29	End of 4 th Qtr – 1 PM Release
May 30	Graduation
June 1	Grades Due
June 6	SAT Test – RECOMMENDED
June 13	ACT Test – RECOMMENDED

Daily Time Schedule

- Period 1 - - 8:15-9:05 (50 min)
- Period 2 - - 9:09-9:59 (50 min)
- Period 3 - - 10:03-10:53 (50 min)
- Period 4 - - 10:57-11:47 (50 min)
- Period 5 - - 11:51-12:31 (Lunch) 40 min
- Period 6 - - 12:35-1:25 (50 min)
- Period 7 - - 1:29-2:19 (50 min)
- Period 8 - - 2:23-3:13 (50 min)
- AA Rm - - 3:17-3:30 (13 min)

WELCOME

The administration, faculty and support staff, welcome each of you to North Cedar Academy. It is our hope you will have an exciting and rewarding educational experience. To facilitate help facilitate this, the Student/Parent Handbook and Daily Agenda was prepared to establish necessary guidelines, which provide the best learning environment possible. In addition to being a ready reference and an excellent daily organizational tool, this book contains the policies and procedures we will follow this year. **EACH STUDENT MUST BRING HIS/HER AGENDA TO THEIR CLASSES EVERY DAY. THE AGENDA, CONTAINS THE STUDENT HALL PASSES FOR THE SCHOOL YEAR!** Read your handbook/agenda carefully and use it regularly throughout the year. **YOU** are held responsible for the following procedures and regulations herein. If you have any questions regarding this information, consult the Head of School, Assistant Head of School/Dean of Students, guidance counselor, or a teacher. In addition to the Student Code of Rights and Behavior Guidelines, students are held accountable to any applicable laws, regulations, and policies as established by Wisconsin Statutes, the City of Ladysmith, North Cedar Academy, and associations in which the school is affiliated. Students are expected to obey any reasonable request made by school personnel in an effort to ensure the health, safety and welfare of all persons.

At NCA we are dedicated to creating the best learning environment for our students. I encourage everyone associated with North Cedar Academy to take pride in our students, staff, facility, and community. Get involved and support each other's participation and accomplishments. Commit yourself to achieving your very best each and every day. Value the efforts of your classmates whether they occur in the classroom, or in co-curricular, or athletic competitions. Encourage participation and involvement by all at NCA. The support and pride you show each other will not only benefit everyone at NCA, but these qualities will bring out the traits of excellence and leadership within us all.

Have a great year at NCA and remember my door is always open for each of you.

Robert A. King

Head of School

PROBLEM SOLVING

The entire staff at North Cedar Academy is committed to each and every student being successful. At NCA, we are here to support your efforts and assist you in striving for success. If you have difficulties with your studies or with something else in school, there are options available to you. The first option is discuss the problem or difficulty with your teacher. Share the problem and possible solutions with your parent or guardian. Seek advice from the guidance counselor, other faculty members, dean of students anytime problems arise. Students and parents should request a conference with the counselor any time they have concerns. The dean of students is available to discuss attendance and any problems regarding behavior. The dean of students has an "open door" policy for both student and parents to address concerns or other matters. When our school and home partner together, we can better assist students on the road to success.

Mr. King	Head of School	715-532-0201
Mr. Friedel	Assistant Head of School Dean of Students	715-532-0201

Student Code of Rights

1. Each student has a right to an education.
2. Each student has the right to have freedom from discrimination.
3. Each student has an equal opportunity in academic achievement, participation in extra-curricular activities and utilization of the North Cedar Academy facilities and equipment in accordance with regulations and procedures.
4. Each student is guaranteed due process in matters related to school rules and procedures.
5. Each student has the right to be represented or be an elected representative on the North Cedar Student Governing Council. Democratic principles will be utilized.

Dignity

Every student has the right to be treated with respect, dignity, and fairness at North Cedar Academy. No student should ever be called names, touched in anyway offensive, or be the victim of physically aggressive behavior by either an adult or student. Corporal punishment is not tolerated and is against state law. (State Statute 118.31) If a student feels he or she has been treated in an inappropriate manner, or if a student observes mistreatment of another student, those concerns need to be brought to the head of school, dean of students, or any professional staff member. Mutual respect is the basis for all behavior for students and staff. This is in accordance with state and federal laws.

Harassment

In order to provide an environment, which is emotionally and physically safe for everyone, our school staff will not condone harassment in any form. Those who believe they are victims of harassment should report their concerns to the counselor, dean of students, or the head of school. All harassment concerns will be investigated be it student to student, student to staff, or staff to student. Harassment of any kind will be dealt with in a serious manner. Students or staff should not allow themselves to be victimized in any setting this is in accordance with state statutes 118.13, 947.013.

Conflict Resolution

Learning to resolve conflicts in a manner, which allows all involved an opportunity to express their concerns and feelings in a respectful manner is a skill which everyone needs to develop. Conflict resolution skills are lifetime skills. The following suggestions should be followed to address conflicts:

1. Students experiencing conflicts with other students need to take their concerns to the counselor, dean of students, or the head of school.
2. Students who have concerns or a conflict with a staff member should first try to work these out with the individual. Students may seek assistance from the counselor, dean of students, or head of school in arranging a meeting with any staff member.
3. Any time a student has a concern about the health, safety, or well-being of another student, those concerns need to be brought to the attention of the counselor, dean of students, or the head of school as soon as possible.

Complaint Resolution Procedure

The school encourages informal resolution of complaints. However, a formal complaint resolution procedure is available, to address allegations concerning staff or procedures at North Cedar Academy. This formal complaint form is available in the office of the Assistant Head of School.

Any questions concerning the Complaint Resolution Procedure should be directed to:

Mr. Robert A. King
Head of School
1500 Port Arthur Road
Ladysmith, WI 54848
(715) 532-0201
raking@northcedar.net

Harassment complaints should be addressed to:

Mr. Mario Friedel
Assistant Head of School/Dean of Students
1500 Port Arthur Road
Ladysmith, WI 54848
(715) 532-0201
mfriedel@northcedar.net

Appeals Process

School rules are to be followed as they are printed in the handbook. Students' who believe a decision is not in accordance with the rules or feel they have been wronged or treated unfairly, are to act in a respectful manner and take their concern to the head of school. The head of school will review the situation and will

notify the student of his decision.

GENERAL INFORMATION

Asbestos Notification

In compliance with the United States EPA and the Asbestos Hazard Emergency Response Act, this is a notice that the North Cedar Academy has an Asbestos Management Plan in the office of the Head of School. The plan is available for inspection by the public, parents, and school employees. NCA has undergone several Asbestos inspections and abatements during the summer of 2014. North Cedar Academy will undergo periodic surveillance for Asbestos twice a year and have full inspections every three years. For more information contact the office of the Head of School.

Directory Data

Any change of residence and/or telephone number must be reported to the office no later than the first day the student returns to school following the change. It is the responsibility of the parent or guardian to notify the school if they wish to restrict any of their student's directory data.

Family Education Rights and Privacy Act

Each year North Cedar Academy is required to give notice of the various rights accorded to the parent, guardian or guardian ad litem of students pursuant to the Family Rights and Privacy Act (FERPA) and Section 118.125 of the Wisconsin Statutes. North Cedar Academy has also designated certain information contained in the pupil records as directory data for purposes of the Family Educational Rights and Privacy Act (FERPA) and Section 118.125, Wisconsin Statutes. Except as provided herein, directory data may be disclosed to any person.

North Cedar Academy designates the following personally identifiable information contained in a student's educational record as "directory information", and may disclose that information without prior written consent:

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

- k. The student's dates of attendance.

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

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

A. Right to Inspect: You have the right to review and inspect pupil records maintained by North Cedar Academy.

B. Right to Prevent Disclosures: You have the right to prevent disclosure of pupil records to third parties with certain limited exceptions. It is the procedure of NCA to limit the disclosure of information contained in pupil records to those instances when prior written consent has been given to the disclosure; as an item of directory data to which you have not refused to permit disclosure; or under provision of FERPA or Section 118.125, Wisconsin Statutes, which allows disclosure without prior written consent.

C. Right to Request Amendment: You have the right to request NCA to amend any educational information/records, that you believe to be inaccurate, misleading, or violate your privacy or your rights. NCA's head of school will determine whether or not to amend the information within 45 days after the receipt of the request. If the NCA decides to refuse to amend the information, it will inform the parent of the refusal and advise the parent of the right to a hearing.

D. Transfer of Records. Within five (5) working days, a school shall transfer to another school or school district all pupil records relating to a specific pupil if the transferring school district has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in another school or written notice from the other school or school that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility or a secured child caring institution, as defined in s. 938.02 (15g). In this subsection, "school" or "school district" include any state juvenile correctional facility or secured child caring institution which provides an educational program for its residents instead of or in addition to that which is provided by public and private schools.

E. Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202, concerning any alleged failure to comply with FERPA.

F. Right to Obtain Student Record Protocols: You have the right to obtain a copy of the written Student Record Protocols which are in compliance with FERPA and Section 118.125 of the Wisconsin Statutes. A copy may be obtained in person or by mail from: The Office of the Head of School, North Cedar Academy, 1500 Port Arthur Road, Ladysmith, WI 54848. Additional Pupil Rights can be found at www.northcedar.net

Parent's Right To Receive Teacher Information

Federal law requires that we share with you the qualifications of teachers in the North Cedar Academy. If you want to see the state qualifications for your teacher you may ask us, or find them on the Wisconsin Department of Public Instruction's website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

Insurance Information

Our school provides accident coverage for all students. This is SECONDARY coverage only. All NCA students are required to have health and dental insurance prior to arriving at North Cedar Academy. In case of an accident, An Accident Report Form must be filled out as soon as is possible. Accidents must be reported to the office of the dean of students within 20 days if intending to file a claim. All applicable forms may be picked up in the dean of school's office.

First Aid for Students

First aid will be provided to students by "first responders." These are staff members willing to be "good Samaritans" and provide care for injured students. These staff members will assess the injuries and medical issues as to severity and immediacy of care as best they can. Their role is not to provide or supplant medical care, or make assessment of injuries. Their role is to:

- a. use first aid to stop bleeding
- b. attempt to restore breathing
- c. prevent shock
- d. prevent infection or contamination.

Parents or guardians will be contacted and informed of the injury. Parent/guardian(s) are asked to intervene as soon as possible. If medical follow up is needed, or if the student needs to go home, the student's transportation will be discussed with the parent/guardian. School staff will remain with the student until the parent or other care arrives. If a parent cannot be reached, the emergency card instructions will be followed. An accident report must be filed in the office of the Dean of Students and a copy will be submitted to the school nurse.

Communicable Diseases and Blood Borne Pathogens

North Cedar Academy will follow federal, state, and local laws and regulations in establishing and maintaining appropriate health standards for the school environment.

Student Illness

If a student reports to the Student Services office and claims to be ill, a school secretary will inquire as to the nature of the illness. Students who wish to lie down in the nurse's office will be allowed to do so for one half hour. If the student is too ill to return to the classroom, the student will be directed to return to the dorm. The Resident Director (head resident) will be notified to expect the student. The NCA does not supply medical care. In the event medical care is needed the student will be transported to health care facility by the head resident or resident assistant. Students who leave NCA without checking out through the student services or the nursing office will be disciplined.

Medication

Parents must notify the dean of students, school nurse, or guidance counselor whenever a student is required

to take medication at school. No student may possess prescription or non-prescription medication/drugs, unless a medical form has been filed with the school nurse for carrying specific items, e.g., inhalers, epi-pens. Medication forms are available in student services or the nurse's office. **STUDENTS ARE NOT ALLOWED TO SHARE NOR DISTRIBUTE ANY MEDICATION WITH ANY OTHER INDIVIDUAL.** Violations may result in suspension and/or expulsion from North Cedar Academy.

Transportation

Authorization to use private vehicles to transport students must be granted by the head of school prior to each trip. NCA rules prohibit student travel to any school sponsored activity without using NCA vehicles or NCA contracted transportation vendors.

School Bus Video Monitoring Systems

North Cedar Academy approves the use of video cameras on contracted transportation vendors. The primary purpose of video cameras is to reduce disciplinary problems and vandalism on the bus. This allows the driver to focus on driving the bus and consequently provides for safer transportation for our students. A sign indicating video cameras may be present will be on each of NCA's contracted transportation vendors.

Electronic Surveillance & Video Monitoring

North Cedar Academy approves the use of electronic and video surveillance inside and outside of the school and dormitory for the primary purpose of building and grounds security.

Fees and Fines

Courses may require fees when students purchase materials for projects they will keep. Fines are imposed for lost books, I-Pads, calculator damage, lab equipment misuse, and any late library charges. All class fines must be cleared by the end of each semester for semester courses and by the end of the year for all other fines.

Lockers

Each student will be assigned a locker. If the locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student assigned to the locker will be held responsible. **Students are not to share lockers with friends nor give their combinations to other students.** Lockers in the locker room are to have a school combination lock on them during class time. NCA will not be responsible for lost or stolen items and money. Do not leave valuables and/or money in recreation education lockers at any time. In cases of theft, report the theft to the office of the dean of student immediately. **DO NOT USE** adhesive decals, which could damage paint and deface lockers. Students may be reassigned to different lockers at the discretion of the administration. Student lockers are property of North Cedar Academy. School officials for any reason, may conduct periodic general inspections of lockers at any time, without student consent and without a search warrant. (WI Statute 118.325) This includes the use of drug detecting canine units. **Searches and seizures** are authorized in the school for the purpose of maintaining order and discipline in the school and to protect the safety and welfare of students and school personnel.

Telephone Use

Cell phones are to be kept off during class time unless authorized by the classroom teacher. Violations may lead to phone confiscation and/or student suspension. **At no time are cell phones allowed to be used in the locker rooms or the dorm bathrooms.** Students are NOT to use the telephones in the classrooms these are for staff and emergency use only.

Student Messages

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

No School or Snow Days

The decision not to have school on a regular school day is determined by the head of school. Inclement weather is the most frequent cause to postpone school. Announcements in this regard will be made through the head resident at the dorm as early in the morning as is possible. In most cases, missed school days will be made up.

Library/Resource Room Information

NCA students' daily schedule will include being assigned to the library for quiet study, research, computer access, and resource room accessibility. This area is designed for individual and small group work in a quiet and laidback setting. Any acts of vandalism to library resource room, book bar-codes, equipment, peripherals, computers, or software programs, may result in suspension and or expulsion and possible prosecution. Perpetrators will be held financially responsible for any repair or replacement costs.

Computer/Internet Access

North Cedar Academy recognizes that computer and Internet access is a necessity in preparing students to live in the global society in the 21st Century. Access to computer networks and the Internet carries with it a responsibility to respect the "rules of the road." The staff and administration of North Cedar Academy expect students to conduct themselves in a mature and responsible fashion when utilizing this resource. All students wishing to have access to the Internet must sign our "Acceptable Use Agreement" prior to accessing the web either in the dorm or school facilities. Failure to adhere to this agreement will result in the revocation of computer and Internet privileges at North Cedar Academy.

Lost and Found

The office of dean of students maintains a lost and found area as a service to students. It is the responsibility of each student to bring lost items to the office of dean of students or student services. Students who have lost items are expected to periodically check with the office of the dean for lost items. All missing items and valuables should be reported to the office of the dean immediately.

STUDENT SERVICES

The North Cedar Academy guidance department will assist you throughout your high school career. The staff will be responsible for working with you in a variety of areas: enrollment, course selection, scheduling, development of individual learning plans, achievement and aptitude testing, transcript status, university and technical college applications, scholarships, and withdrawal from school.

Enrolling

Non NCA students who wish to enroll at North Cedar Academy must make an appointment with student services. This action requires parent/guardian involvement and the payment of the tuition. Information about courses and credits can be found in North Cedar Academy's Course Description Book, available from student services. Prior to scheduling, an official copy of the student's transcript must be on file in NCA's Student Services office.

Immunizations

All students enrolling into North Cedar Academy must have an updated **immunization record** on file as required by state law. NCA will work and coordinate with the Rusk County Health Department for additional services as needed. Health records will be maintained on all students at NCA.

Transfer Student Admission Procedures

These procedures apply to students who enter or re-enter NCA after having participated in an outside educational program.

Definitions

In these procedures, unless the context clearly requires otherwise:

- Private school means an institution with a private educational program that meets all of the criteria under s118.165(1) or is determined to be a private school by the state.
- Home-based Private Educational Program means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian as defined under s.115.001 (3)(g). An instructional program provided to more than one family unit does not constitute a Home-Based Private Educational Program.

Records Information

Students transferring to North Cedar Academy shall provide the school with identifying information (i.e., name, date of birth, chronological age, address); summary of development background; record of immunization and illness; academic achievement; subjects completed; credits earned; and if applicable, the results of standardized testing. Students shall be placed in the appropriate grade level and/or courses as indicated by the records provided to North Cedar Academy.

In addition, students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the head of school, or designee, with the following

documentation of the Home-Based Private Educational Program:

- A copy of Home-Based Private Educational form: Wisconsin EPI Form PI-1206 (Rev. 1-86).
- A copy of the school calendar that verifies that each school term of Home-Education instruction consisted of a minimum of 875 hours (W.S. s. 118.165(1)).
- Copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s118.165 (1) (d)).
- Records of student performance for each course taken.

Placement

Upon receipt and review of the above documentation, the head of school or designee and placement team may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of:

- Achievement tests
- Diagnostic tests
- Criterion referenced tests
- Mental abilities tests
- Parent curriculum check list
- Counselor interview

The placement team may consist of the head of school, dean of students, or designee, guidance counselor, appropriate faculty members, and/or school nurse. In making the placement decision under the above provision, the head of school, or designee, and placement team, may also consider the age, mental ability, English language ability, social and emotional development, and academic progress of the student. Placement shall be discussed with an adult student, parent or legal guardian before becoming effective and the creation of the Individual Learning Plan (ILP).

Home-Based Classes for Credit and Grades

Students entering North Cedar Academy from a home-based educational program will be allowed to enter only at the beginning of the semester. The head of school may make exceptions, if there are extenuating circumstances.

Core Classes (English, Math, Science, Social Studies)

Taken while on a home-based educational program shall be recorded with credit value and a grade of S (Satisfactory) on the official North Cedar Academy transcript if the following documentation to the head of school or designee is provided:

1. Written course curriculum

2. Calendar showing instructional hours and evidence of student attendance

3. Evidence of assessment process used (i.e., a portfolio, tests, grades, etc.)

4. Standardized test assessment which is recognized by the head of school or designee and student knowledge shown in the results of the test.

Non-Core Required Classes (Computer Fundamentals, Health, Physical Education, Life Skills, Fine Arts) Credit value will be recorded on the transcript when documentation is the same as is required for the core classes is presented. If a standardized test is not available to take, then the knowledge of the student will be based on the portfolio of work or a demonstration of skill (i.e., computers). The head of school or designee on an individual basis will evaluate each class credit value. For each credit approved, a grade of satisfactory (S) will be recorded on the transcript.

High school credit for home-based classes will only be awarded on the high school transcript only if NCA students have the same opportunity to achieve those credits.

Appeals

A parent or legal guardian or an adult student may appeal a student placement in writing to the head of school. The head of school, or designee, will review the placement. The decision or placement will be made by the head of school, or designee, and will be considered as final by all parties.

Probation Period

Students placed under these procedures shall be subject to a probationary period of thirty (30) school days to determine whether original placement was in the best interests of the student. If a reviewed placement is deemed necessary to the best interests of the student by the head of school, or designee, the head of school, or designee, shall make such placement within fifteen (15) school days after the probationary period ends.

Withdrawal From School

Students are encouraged not to withdraw from school because of the obvious benefits of NCA's Diploma. An alternate education program can be prescribed for students experiencing severe difficulty and/or failure in his/her present program. When a student requests a withdrawal from school, they must report to Student Services. A conference involving the student, counselor, dean of students, will be scheduled to review the request. Permission from the student's parent/guardian is required. All school materials, bills, and fines must be taken care of prior to the validation of the withdrawal.

Cumulative Records

A permanent cumulative record is kept for each student who has attended North Cedar Academy. Information regarding scholastic achievement and attendance is the type of information recorded for each year on the cumulative record. This record reflects student academic progress throughout their educational years. **Recommendations** for present and former students are partially based on information found in the cumulative record.

GRADUATION REQUIREMENTS

All students must complete the graduation requirements as established by North Cedar Academy to become eligible for the NCA High School Diploma. Students must obtain approval from the head of school prior to enrolling in courses not offered by NCA. Students will **not** be permitted to participate in commencement exercises until all requirements and obligations are completed. These obligations may include fees, fines, classroom materials, and detention time owed.

NCA Diploma Requirements

No less than 24 credits distributed as follows must be earned in grades 9-12:

1. Four English credits:

1 Credit English 9 - Grade 9

1 Credit English 10 - Grade 10

Two Credits of Junior/Senior English (UWBC Courses)*

2. Four social studies credits:

1 Credit United States History - Grade 9

1/2 Credit Global Studies - Grade 10

1/2 Credit American Government - Grade 10

Two Credits Junior/Senior Social Studies (UWBC Courses)*

3. Three mathematics credits

1 Credit – Grade 9

1 Credit – Grade 10

1 Credit – Junior/Senior Mathematics (UWBC Course)

4. Three science credits:

1 Credit Physical Science/Chemistry – Grade 9

1 Credit Biology/Chemistry – Grade 10

1 Credit Junior/Senior Science (UWBC Course)

5. One and one-half physical education credits:

1/2 Credit Recreation Education - Grade 9

1/2 Credit Recreation Education - Grade 10

1/2 Credit Recreation Education - Grade 11 or 12

6. 1/2 Credit Health – Grade 9 or 10
7. 8 elective credits – Grades 9-12

To be recommended for a high school diploma, a student must fulfill and pass these minimum requirements. One full unit of credit is granted for earning a passing grade in a subject, which meets 5 days each week for 36 weeks.

*UWBC 3 credit semester course is equivalent to earning .75 credits.

See Course Description Book for all course descriptions and pre-requisites. The University of Wisconsin Barron County Course Descriptions are provided on-line. Hard copies are available in Student Services.

Diploma Summary: 16 Required Credits & 8 Elective Credits (See Student Services regarding any course questions and the requirements for the University of Wisconsin Colleges Associate of Arts and Sciences degree.)

COMMENCEMENT

In addition to completing the minimum requirements for a diploma and prior to taking part in commencement exercises, students must pay all fees and fines, return all books, school equipment or materials, and complete all detention time owed. This requirement has been supported by the courts i.e., Fowler v. Williamson.

STUDENT SCHEDULES

All students must be scheduled for and maintain a minimum of six courses. Students are strongly encouraged to take seven courses a semester. Students will be scheduled for one study period per day per semester. In extenuating circumstances, a waiver of the above rules may be issued by the dean of students and/or guidance counselor.

COURSE WITHDRAWALS & SCHEDULE CHANGES

Students are encouraged to develop their Individual Learning Plans (ILP) and subsequent schedules carefully. Selecting a course is a commitment on the part of the student to the teacher, NCA, and the University of Wisconsin Barron County (UWBC). Instructional assignments and class sections are determined by the commitments from the students. Dropping classes is time consuming, expensive, and disruptive to the

entire educational process. For these reasons and more, students are discouraged from withdrawing from a course. Therefore, all course withdrawals will be refused unless there are extenuating circumstances, which warrant a change in the student's ILP and schedule. The following reasons are examples, which would warrant a scheduling change:

The student

- * failed a course, which would affect the scheduling sequence.
- * needs a course to meet graduation requirements.
- * had scheduling or placement errors.
- * needed change in the student's ILP.
- * change in college major, adding course rigor.

All schedule change requests will be evaluated by the school counselor and/or dean of students. All drops must be submitted on the appropriate form to Student Services by the end of the fifth school day in each semester. Students are reminded they are required to remain enrolled in and finish a MINIMUM of six full credit courses each year. A minimum academic schedule each semester is three credits. Each UWBC 3 credit semester course equals .75 NCA credits.

Curricular Modifications

Students, parent/guardian(s), may request modifications in the student's educational program. However, schools are not required to provide modifications. (WI Statute 118.15 (l) (f))

ATTENDANCE

We believe that something instructionally important happens in the classroom every day. Just completing the assignment cannot duplicate the richness and depth of the activities occurring in the classroom. In order for students to have the best learning opportunities possible, they need to be in class daily. It should be remembered, that good attendance demonstrates personal responsibility to future employers.

At North Cedar Academy, we promote those skills and attitudes, which will assist students in becoming successful in life. The majority of our students attend school every day and are only absent with good reason. However, good attendance is not always the case. As a result, there is a need for rules governing attendance. Wisconsin Statutes require students to attend school on a fulltime daily basis. Federal regulations governing international student attendance, requires students to remain in status by staying in school on a fulltime basis. In the event, a NCA student will not be attending school on any given day, the Resident Director or the resident assistant on duty must call the Student Services office before 8:15 AM and provide the reason for the student's absence. **The phone number is 715-532-0201.** Wisconsin Statute 118.16 (2)c,e

Students are expected to observe Wisconsin's Compulsory School Attendance Law. (Statute 118.15) Whether the student misses one class or an entire day without an acceptable excuse, the student is considered truant. Disciplinary action will be taken in each case involving unexcused absences and all cases of truancy will be recorded on the student's permanent record. **Truant students may be dismissed from school and placed in Out of Status in the Student Exchange Visitor Information System (SEVIS).** All appointments during school hours, are to be made by the Resident Director or designee. Students are to provide the Student Services with their appointment slip upon their return to school.

Excused Absences

Wisconsin Statutes 118.15, 118.16 and 120.13 are specific about attendance and what may be considered an excused absence. Wisconsin Statutes state that students between the ages of 6-18, are required to attend an educational program. Absences for the following reasons may be excused:

1. A bona-fide religious holiday.
2. The student is not in physical or mental condition to attend school. (This includes students with head lice. North Cedar Academy will not be allow students in school until the condition is cured.)
3. Non-emergency medical appointments. (We expect these be scheduled for non-class times)
4. A death in the immediate family.
5. An illness in the immediate family, which requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. Quarantine by the public health official.
8. A family trip (pre-planned absence form completed). Trips without parents/guardians are not excused.
9. Approved school activities.

North Cedar Academy is a closed campus. This means students may not be absent, even from study period, except for those excuses listed above. Leaving to go to lunch, get a haircut, buy food for an activity trip, or running errands are not examples of approved absences. **No student is to leave the school building or dorm for any reason (including health related problems) without receiving prior permission from Student Services and/or the Resident Director.**

Make-Up Work

Students may make up schoolwork and tests missed for any excused absence. One school day (not class time) is allowed for making up one day of excused absence. For additional two, three, or four days of absence, an additional day is added for each day absent. If the absence is longer, individual arrangements should be made

through Student Services. Absences as a result of school related activities, additional extensions are given at the discretion of the teacher.

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

Tardies

In case of tardiness, report directly to class. Teachers will list the student on the absence report. Tardiness will result in disciplinary action. Five or more tardies in a semester may result in truancy and place your Educational Visa Status in jeopardy. Teachers may issue detention(s) for tardies and will notify the student prior to turning the notice in to the office.

Unexcused Absences

Any absence from class or school, which does not meet the criteria for an excused absence is considered unexcused.

Consequences for Unexcused Absences

The following consequences will apply for unexcused absences:

1. Students will receive one detention for each period missed. Eight hours of detention is given for a full day of unexcused absences.
2. Detentions are to be served consecutively, starting the day after the detention is issued.

--SEE DETENTION SECTION--

3. Students who fail to serve their detention will be suspended. (Suspensions do **not** remove any detention time owed) **Suspensions from NCA will adversely affect the Educational Visa Status of the international student and will place non-international students in jeopardy of dismissal from NCA.**
4. Students with detentions will not be able to practice, play, or take part in school sponsored extra-curricular or co-curricular activities, until the obligation is satisfied.

Excessive Absences & Truancy

Students who are absent from school without an acceptable excuse for part, or all of five or more days on which school is held during a semester, are considered habitual truant. (WI Statue 118.16) In cases of questionable or multiple absences, NCA has the right to establish factual validity regarding any absence. This verification must be from a licensed medical practitioner or some other form of legitimate documentation, which explains the absence as an emergency. (WI Statute 118.15(3) (a)) **Excessive absences or truancy will adversely affect the Educational Visa Status of the international student and will place non-international students in jeopardy of dismissal from NCA.**

Pre-Planned Absences

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

Perfect Attendance

At NCA, we encourage, track, and recognize good attendance. To receive a certificate for perfect attendance, a student cannot accumulate more than five class periods of absences for the entire school year. All school related activities or field trips would **not** be counted against the student's five period maximum.

Assemblies

School assemblies may be held occasionally throughout the school year. Some of these are to provide information, some may be provided by students and outside organizations, and all are considered beneficial for our students. Speakers and presenters are to be treated with the utmost courtesy and respect and with a minimum of distraction from the audience. Students will sit for assembly programs as assigned by their Academic Advisor. All Academic Advisors will sit with their students, take roll, and report any disruptive behavior. Students who do not attend assemblies will be marked unexcused and disciplined accordingly. Hand clapping is the accepted method of applause at our school assemblies. Yelling, whistling, booing, or stomping of feet are not acceptable and will not be tolerated.

Note to Parents/Guardians/Resident Assistants: Assemblies are considered a vital part of our educational program. Attendance is required. The scheduling of appointments during the times of these activities is discouraged.

DAILY INFORMATION

Study Period

Study Periods will be held in the library. The following information is specific to study periods:

1. All students will be assigned to a study period.
2. Students must secure a Teacher Pass (in advance) if they wish to go to a specific teacher's classroom instead of the library. The library supervisor will not give out passes to another teacher's classroom.
3. Each period of the day there are staff available to assist students with their academics. We encourage

students to secure a Teacher Pass in advance in order to make use of this opportunity.

4. Students must secure a pass (in advance) to meet with the Guidance Counselor or to report to Student Services.

5. Students in academic trouble may be assigned to an Academic Advisor rather than the library

Lunch

All students will have one period to eat lunch. The following rules are necessary to facilitate an orderly climate for everyone:

1. Report directly to the cafeteria. Please be patient in the lunch line and be courteous to the cooks and other students.

2. Keep noise to a minimum. Keep your eating area clean, return trays and utensils to sink window.

3. Certain a-la-cart items will be available for purchase that is not included in the regular tuition and room and board fees.

4. After eating, students may report to previously scheduled appointments in the building. Students must show their pass to the cafeteria supervisor and report directly to the room.

5. Students are not permitted loiter in the halls during the lunch period.

Teacher Passes

For purposes of going to a teacher's classroom in lieu of the library, students must first secure a Teacher Pass **in advance**. Students must give the library copy of the Teacher Pass to the library supervisor prior to the start of the study period. Students are then to take the pass and report directly to the teacher who issued the Teacher Pass.

Student Hall Passes

The following rules govern the use of student hall passes:

1. Students must secure a Teacher Pass in advance if they wish to be excused from the library to go to a teacher's classroom.

2. Teachers may sign the handbook pass of students who wish to go to the library or to the computer lab providing they have made arrangements in advance.

3. Each student is issued a student handbook, which contains spaces in the back to be used for hall passes. Students **must** use their handbook for all personal passes. However, only one student may leave a class at a time, unless asked to accompany another student who is ill.

4. Students are expected to arrive in class prepared for the day's activities and should not be sent to their lockers after class has begun.

BEHAVIOR GUIDELINES

Mutual respect is the basis for all behavior guidelines in our school. If everyone treats each other by the Golden Rule, "treat others as you would like them to treat you," there will be no need for any behavioral consequences. Each student has the right to an orderly and safe environment. No student has the right to detract from, or interfere with, the learning environment of another student. In the event a student commits an offense of a serious nature, the head of school and/or assistant head of school/dean of students, have the prerogative of taking whatever disciplinary action they deem necessary at the time.

Wellness

At North Cedar Academy, wellness is taught, promoted, and modeled in the activities and practices supported by our school. We believe our primary purpose is to educate the whole person and that wellness activities help students develop healthy lifestyles now and for the future. Wellness begins with a basic respect for oneself and others. NCA rules and regulations support wellness, encourage good nutrition, promote lifetime exercise for physical well-being, and discourage the use of illegal drugs, tobacco, alcohol, or any mood altering substance.

Cheating

Students are expected to conduct themselves with integrity and in an honest manner. Valuing honesty and integrity is basic to the foundation of a democracy. At North Cedar Academy, we reinforce these values in our code of expected conduct for students. Cheating in any manner does not meet these expectations. Teachers have the discretion of determining how cheating will be handled in their classroom. **Copying information from the world-wide web and submitting it as your own is an example of cheating.**

Parent Contact/Conference

Depending on the violation, a student's parent/guardian and agent may be contacted to inform them of the problem and elicit support for correcting unacceptable behavior. In addition, the head of school, dean of students, guidance counselor, or teacher may request a parent conference, with or without the student present, for purposes of facilitating a cooperative effort in addressing academic or behavioral issues.

Law Enforcement and Social Service Agencies

Whenever assistance from law enforcement agencies is required or a representative of such an agency requests permission to interview, interrogate, search, or apprehend a student, they may do so without parent or guardian consent. However, when a student is taken into custody, parent contact will be attempted either by the outside agency or the school. North Cedar Academy administration will document their attempts to reach the parent or guardian.

***The above assistance from any law enforcement agency may include the use of drug dogs and their handlers at any time the administration requests such assistance. No prior notification or additional information will be made public.**

Our staff develops professional relationships with students, which are based on trust, caring, and understanding. Students should realize our staff is here to help them. Students need to know anytime a staff member is aware, or has reason to suspect a student's safety or welfare may be at risk, they **must** report it. This report will be filed with an outside agency, which will investigate the validity of the report and determine what action to be taken.

Dress and Grooming

Students shall normally be responsible for their personal appearance while attending North Cedar Academy. However, student dress and grooming shall not affect the health and safety of students and staff; nor shall it disrupt nor distract from the learning environment within the classroom, or school. The following guidelines concerning dress and grooming will be enforced:

1. During the school day, hats, caps, bandannas, and head coverings will be removed upon entering the school building. These items along with coats, jackets, book bags, other outer clothing, and accessories, will be placed in the student's locker as soon as possible after entering the building. These items shall not be worn or carried anywhere within the building unless special conditions exist where the NCA administration has given permission.
2. No student shall be permitted to wear any clothing, which depicts, implies, or references alcoholic beverages, tobacco products, profanity, illegal drugs, gangs, sexual conduct or innuendoes. Respect for others is critical for a positive learning environment, therefore, clothing which belittles, insults, or is deemed offensive by the administration will not be tolerated.
3. Any type of jewelry, which could endanger the safety of the student or others, or is associated with gang affiliation, shall not be worn, nor displayed at school, or at school events. Any dress, which signals gang activity or related gang behavior is prohibited on the property of North Cedar Academy. In the event of a disagreement over the appropriateness of student dress or grooming, the head of school and/or the dean of students shall make the final decision on the matter.
4. Tattoos are to be kept covered at all times or as is feasibly possible.
5. All students are expected to wear appropriate footwear.
6. All students are expected to wear appropriately fitting clothing. Clothing which is inappropriately revealing will not be allowed. Clothing must cover the back, shoulders, chest, and midriff areas. Spaghetti straps, tube tops, halters, low cut or see through tops are not permitted. In some cases a belt or over shirt may be required for the individual to wear in order to stay in school for the day.
7. Chains, wallet chains, dog chains, metal spikes, and/or meat studs are not permitted in school.

Schools make rules and procedures for behavior based on current legislation, as well as on the norms

and expectations of the local community. The expectations and consequences in this handbook are established by NCA's administration, Wisconsin State Statutes, and Federal Guidelines and Requirements governing international students attending American Educational Institutions.

School Bus Regulations

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

1. Observe the same rules of conduct as is in the classroom.
2. Be courteous, and cooperate with the driver. Profanity is prohibited.
3. Do not eat or drink on the bus. (Unless authorized by the bus driver and/or chaperone)
4. Keep the bus clean.
5. Keep head, hands, and feet inside the bus. Stay in your seat.

DISCIPLINE AND EXPECTATIONS

All school staff, including teachers, aides, resident assistants, custodians, and secretaries are in charge of general discipline in the school. Staff members have every right to request the name of a student, to inspect a student's pass or to ask a student to accompany him/her to the office of the dean of students. These people have responsibility for enforcing school rules and regulations, and must be accorded respect. **Teachers will have their classroom rules posted and will review these with students on the first day of each semester.** Teachers have the right to expect students to conduct themselves in a manner, which provides a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for students covering grading, subject matter, and behavior. All students should be aware of these expectations, as well as the consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office of the dean of students for disciplinary action. Teachers have the right to use appropriate disciplinary consequences for students under their supervision. Classroom management includes providing consequences for tardiness to class. Teachers may not refuse to admit a student who is late to class. In general, classroom rules deal with turning in assignments, classroom management, participation, tardiness, and so forth. Legal issues, or major infractions such as verbal abuse, or fighting, must be referred to the dean of students. Any action requiring police intervention will also be referred to the dean and the head of school.

Teachers at their discretion are able to sign the student's handbook pass section to allow the student to be in the halls. Students who have a legitimate need to use the restroom or need to report to the office regarding

an illness would be expected to have their handbook pass signed. Students are never to be in the hall without their handbook pass section signed, except during passing time. Any student sent out of a classroom is to report directly to the office of the dean of students. Failure to do so will result in additional consequences, including suspension.

The entire NCA staff works in collaboration to provide supervision in the school, dorm, and on the grounds of North Cedar Academy. The dean of students provides additional discipline support for severe and extreme behaviors which occur in classrooms, halls, the school building proper, dorm, and on NCA grounds. Generally, everyday behavior problems are the responsibility of all staff at North Cedar Academy.

GROUNDS FOR DISCIPLINARY ACTION*

1. It is illegal in the state of Wisconsin for students to possess cigarettes or tobacco products on school grounds or any school sponsored activity. The use, consumption, possession and/or selling of smoking, chewing, or other tobacco products is strictly prohibited. Those who violate this rule must surrender those items to the proper school authorities. Violation of the tobacco rule will result in suspension from school and a citation by the Ladysmith Police Department.
2. It is illegal to possess, use, distribute, and/or sell alcoholic beverages and/or drugs on school property or premises during school hours and/or school related activities at any time. This includes the possession of drug paraphernalia. Those who use alcoholic beverages and or drugs before or during school activities will be excluded from these events, (including field and cultural immersion trips) and subject to further disciplinary action, including citation or referral and dismissal from North Cedar Academy. Students may be subject to a breath test in accordance with state statute 118.45.
3. The use of foul or profane language is strictly prohibited. The use of offensive language, name calling, gestures, or inappropriate voice volume will not be tolerated. **These behaviors may result in a citation for disorderly conduct.** Harassment will result in serious consequences for the perpetrators up to and including dismissal from NCA.
4. Students are to be courteous in their relations with parents, teachers, other adults, fellow student, and all visitors. Insubordination will not be tolerated.
5. Fighting or physical assault of any kind will not be tolerated at school, in the dorm, on school grounds, at school related activities. Physical and verbal assault, threats or intimidation, or any type of harassment will not be tolerated in any form. Those involved in such behavior will be dealt with severely, including suspension and/or expulsion. Violators will be referred to the appropriate authorities for citations, fines, or incarceration.
6. Acts of vandalism will result in disciplinary action and compensation for damages will be charged to the vandal.
7. Students are not permitted to possess weapons* or items which could be harmful to other persons, at any time in school, on school grounds, or at any school related activity. This includes laser type pointers.

*A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns and ammunition, knives, razors, karate sticks, metal knuckles, chains, BB or pellet guns, and similar items. In addition, no person shall possess any type of look-alike weapon. Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from North Cedar Academy. Parent(s)/guardian(s), agents, and law enforcement officials will be notified in all cases. All weapons will be confiscated by North Cedar Academy. WI Statutes 939.22 (1), 948.60, 948.61 and U.S. Code Section 921, Title 18

9. Students must refrain from overt displays of affection in school, in the dorm, on school grounds, and at school related activities.

10. Associations or organizations which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school premises and buses, or behaviors which disrupt the North Cedar Academy environment and are harmful to the educational process will not be tolerated.

11. Use or possession of beepers, electronic paging devices are not allowed in school. Cell phones are limited in use as outlined in the section on Telephone Use on page 9. Headphones, Walkmans, CD/DVD players, MP3, I-Pods, or electronic games are not allowed during school hours unless specifically authorized by a teacher or the Dean of Students. WI. Statute 118.258

12. Disorderly conduct, indecent exposure, and other conduct which is offensive, boisterous, or loud, and/or which tends to arouse, alarm, anger, or disturb others will not be tolerated.

13. Theft is a crime. Students using, transferring, concealing, or retaining the property of the school or another person without consent may be guilty of theft. Property, which is found, should be turned into the office of the dean of students or the head resident's office in the dorm as soon as possible.

14. Misconduct in the cafeteria during lunch may result in loss of hot lunch privileges and, or open seating. Intentionally throwing, or spilling food or drink will result in disciplinary action including suspension and possible citation for disorderly conduct. This includes acts of contamination of food and other consumables.

15. Any person making a bomb threat or assisting in the making of a bomb threat will be prosecuted to the fullest extent of the law and dismissed from North Cedar Academy.

16. It is illegal to possess, and use controlled and uncontrolled substances of any kind, without written authorization from NCA's administration and/or a medical physician. This includes any mood altering substance, chemical, or inhalant. Under no circumstances is it permissible to distribute and/or sell controlled and uncontrolled substances of any kind; this includes pain medication.

All school rules apply to all school related activities and events. The head of school, dean of students, and the North Cedar Academy staff will enforce all school rules. Violations will result in disciplinary actions, which may include detention, suspension, and expulsion. The degree of disciplinary action will depend on the nature and severity of the violation and the desire and ability of the student to remedy the situation. All discipline issues are dealt with on a case-by-case basis. This philosophy allows for the individual differences of students and situations, without altering the basic principle of uniform, impartial disciplinary action. Depending on the severity of the infraction, disciplinary actions and corrective measures normally begin at a minimal level and proceed to more serious levels.

***All rules for North Cedar Academy students are equally applied and enforced whether the student is**

on the campus of NCA, Ladysmith High School, or on the campus of the University of Wisconsin-Barron County.

Detention

Detention is scheduled every day Monday through Friday. During each school day there will be two different opportunities for students to serve their detention time. **These are, before school and after school.** Students serving before school must report by 7:45 AM to the designated room. Students serving after school must report to the designated room by 3:35 PM. Detention has priority over all other school activities or events. Detention time must be served consecutively starting the day after a detention is assigned. Students are expected to bring materials for study. Failure to serve a detention will result in the detention time being doubled through the issuance of an administrative detention.

UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE DEAN OF STUDENTS, FAILURE TO SERVE AN ADMINISTRATIVE DETENTION WILL RESULT IN A SUSPENSION. SUSPENDED STUDENTS WILL NOT BE ALLOWED BACK TO SCHOOL OR INTO CLASS UNTIL THE TIME HAS BEEN SERVED. **Suspensions do NOT remove any detention time.**

Seniors with detention obligations at the time of graduation will **not** be able to take part in the commencement exercise. This has been upheld by the courts, i.e., Fowler vs. Williamson. Freshman, sophomore, and junior students with detention obligations remaining at the end of the school year will have the remaining time carried over to the following school year.

In-School Suspension

At North Cedar Academy, we want all our students in their classes every day. In-school suspension may be used when the student's behavior is too severe to allow him or her to remain in the regular school program, or in cases of defiance, and insubordination. In-school suspension is served in whatever room is designated by the dean of students. The student is expected to follow the rules and work on their studies. Schoolwork and tests will count for full credit. At the end of the school day, any student who was on an in-school suspension may not attend school sponsored activities, or practice and/or compete in co- and extra-curricular activity until the suspension has been completed. A parent/guardian and agent contact may be required prior to the student returning to class.

Out-of-School Suspension

An out of school suspension is considered a serious breach of acceptable behavior. It is always used where the health or safety of others has been or could have been placed in jeopardy. Out-of-school suspensions may result in expulsion proceedings and the removal from school and in the case of international students place their Educational Visa in jeopardy. Students will be allowed to make up missed tests or exams during periods of suspension. Any student on an out-of-school suspension may not attend school-sponsored activities, or practice and/or compete in any co- or extra-curricular activity until the suspension is completed. A

parent/guardian and agent contact may be required prior to the student returning to school.

Citation or Referral

For the most severe violation of the Student Conduct Code, a student will be subject to a citation from a law enforcement agency or a referral to the City or District Attorney and/or Rusk County Social Services.

Expulsion Proceedings

The head of school or dean of students may initiate proceedings for an expulsion and removal from school when the student's presence at the school is detrimental to the student, or to the learning environment, or is a threat to the health and safety of other students. Expulsion proceedings are considered a very serious matter and are not entered into lightly. If a decision is made to proceed with an expulsion recommendation, the parents/guardians and agent will be notified in writing and will also be informed as to allegations and ultimate consequences. A removal from school for an international student will mean Loss of Status in SEVIS and loss of their Educational Visa.

CLASSROOM CODE OF CONDUCT

North Cedar Academy has established a code of classroom conduct. This Code establishes specific reasons for removing a student from class, procedures for determining appropriate educational placement for students removed, and procedures for notifying parent(s)/guardian(s) and agent of a minor who has been removed from class.

Procedures for Short Term Removal

Except in cases of severe or extreme misbehavior, an instructor should generally warn a student that continued misconduct or non-compliance may lead to removal from class. When the instructor has determined removal is warranted, the instructor should take one of the following courses of action:

a) instruct the student to report directly to the office of the dean of students. In such a case, the instructor should phone the dean's office of the infraction and that the student was sent to the office.

b) in extreme cases, seek assistance from the dean's office or other available staff. When assistance arrives, the teacher or other adult should accompany the student to the office.

When the student arrives at the office, the dean of students, or other designee shall provide the student an opportunity to explain the situation and address the "misbehavior." If the dean of students or designee is not immediately available; the student will wait where assigned by the office personnel.

Within twenty-four (24) hours of the removal from class, the teacher must submit a completed Referral Form to the dean of students or designee. The Referral shall consist of a written explanation citing the reason for the removal, and any action taken by the instructor prior to the removal, which was designed to arrest the behavior. The dean of students or designee shall send the Parent Copy of the completed Referral Form to the parent/guardian and agent within two business days of the removal.

For removals longer than one class period, the Referral Form must be submitted by the end of the school day in which the removal occurred. Prior to the student being re-admitted to class, the teacher must hold a **follow-up conference** with the student, dean and/or guidance counselor in an effort to remedy the situation, and come to a mutual understanding as to why the student had been removed. This is a crucial pro-active step is to try to prevent further misconduct and subsequent removals.

Procedures for Repeated Removals

Except as noted below, the same steps and procedures previously listed should be followed for subsequent removals of a student from class:

For a 2nd removal from the same class.

As soon as is practicable, but within twenty-four (24) hours of the 2nd removal, the teacher must submit a completed Referral Form to the dean of students or designee. The Referral shall consist of a written explanation citing the reason for the removal, and any action taken by the instructor prior to the removal, which was designed to arrest the behavior. The dean of students or designee shall send the Parent Copy of the completed Referral Form to the parent/guardian and agent within two business days of the removal and inform them this is the student's second removal from the class. Prior to the student returning to class a Behavior Contract must be written. The Behavior Contract must outline the expected behavior and the consequences for further misconduct, which may result in the student being expelled and removed from North Cedar Academy. The contract requirements shall be written by the classroom teacher along with input from the Guidance Counselor. The Behavior Contract must be approved by the dean of students. This contract must be signed by the student prior to the student being re-admitted to the class. The student's parent(s)/guardian(s), and agent will be notified and receive a copy of the contract.

For a 2nd removal from a different class.

As soon as is practicable, but within twenty-four (24) hours of the 2nd removal, the teacher must submit a completed Referral Form to the dean of students or designee. The Referral shall consist of a written explanation citing the reason for the removal, and any action taken by the instructor prior to the removal, which was designed to arrest the behavior. The dean of students or designee shall send the Parent Copy of the completed Referral Form to the parent/guardian and agent within two business days of the removal and inform them this is the student's second removal from a class. Prior to the student returning to class a Behavior Contract must be written. The Behavior Contract must outline the expected behavior and the consequences for further misconduct, which may result in the student being expelled and removed from

North Cedar Academy. The contract requirements shall be written by the classroom teacher along with input from the Guidance Counselor. The Behavior Contract must be approved by the dean of students. This contract must be signed by the student prior to the student being re-admitted to the class. The student's parent(s)/guardian(s), and agent will be notified and receive a copy of the contract.

For subsequent removals from any class

As soon as is practicable, but within twenty-four (24) hours of the 2nd removal, the teacher must submit a completed Referral Form to the dean of students or designee. The Referral shall consist of a written explanation citing the reason for the removal, and any action taken by the instructor prior to the removal, which was designed to arrest the behavior. The dean of students shall inform the head of school who will review the previous removals and Behavior Contract. The head of school will then notify the parent(s)/guardian(s) and agent regarding the subsequent disciplinary action including dismissal from North Cedar Academy and Loss of Status in SEVIS and loss of the student's Educational Visa.

***The dean of students reserves the right to modify the consequences in this section on a case by case basis.**

NOTHING IN THE ABOVE PROCEDURES LIMITS THE ADMINISTRATION IN EMPLOYING DISCIPLINARY MEASURES, WHICH THEY DEEM NECESSARY, INCLUDING THE USE OF DETENTION, SUSPENSION, REFERRAL TO LEGAL OR OUTSIDE AGENCIES, AND/OR EXPULSION.

ACTIVITIES & ORGANIZATIONS

Student Government Council

The purpose of the Student Government Council is to unify and afford the student body through elected representatives, an opportunity to make suggestions and recommendations to the administration and faculty of NCA. In addition, Student Government promotes student-faculty cooperation, and assists in implementing various educational activities. Student Government representatives will be nominated and elected at the beginning of the 2nd quarter in each school year. Student Government Council will nominate and select officers who will lead the governing council. Each representative and officer will be responsible to serve the balance of the school year. Along with this participation comes responsibility. Student Government members are expected to attend all meetings and activities as scheduled. Failure to do so can adversely affect the students represented by the student government council members along with the entire representation process. Repeated absences from these scheduled activities (not excused by the advisor) may result in removal from student government council. In addition, North Cedar Academy Student Government members are positive role models for other students, and as such are expected to behave accordingly. Truancy and/or inappropriate behavior may result in the student's removal from the council.

Extra & Co-Curricular Activities

Students are encouraged to participate in the numerous extra and co-curricular activities provided at North Cedar Academy. Participation in these activities is a privilege and this privilege can be revoked. **Some activities may require an additional fee.** Prior to participation in co- and extra-curricular activities, the student must:

- a. Pay fee (if applicable).
- b. Turn in any health physical paperwork as required.
- c. Turn in any participation form (as required) signed by a parent/guardian.
- d. Turn in any Athletic & Activity Participation Code signed by the athlete/participant and the parent/guardian.
- e. Turn in proof of insurance as required.

North Cedar Academy has partnered with Ladysmith High School to offer a variety of co-curricular activities. The following activities have been offered at Ladysmith High School. North Cedar Academy and Ladysmith High School staff will provide these activities, clubs, and organizations should there be the requisite student demand for them.*

Academics

Forensics
High Mileage Vehicle
Student News

Clubs

Art Club
Chess Club
Environmental/Bear Club
Future Business Leaders of America
Fellowship of Christian Athletes
FCCLA
Health Occupation Students of America
Letter-winners Club

Off-Road Cycling Club
Nordic Ski Club
Small Engines Sales & Service Club
Spanish Club
Teens against Tobacco Use
Ultimate Frisbee Club
Yearbook

Fine Arts

All School Musical or Play (Fall)
Concert Band, Jazz Band, Marching Band,
Concert Choir, Handbell Ensemble,

Organizations

National Honors Society – Dues

- Other clubs (including athletic) and organizations may be added as deemed appropriate by the NCA administration and supported by student popular demand.

When transportation to school activities is provided, students must use that form of transportation. All applicable North Cedar Academy and Ladysmith High School, and subsequent organizational rules and policies such as WSMA, WHSFA, and WIAA policies and regulations are to be followed in extra & co-curricular activities.

Academic Letter Awards

Students are eligible to earn Academic Letters at North Cedar Academy. The criteria required to earn this honor is as follows: Students must have earned a 3.50 - 4.00 G.P.A. for the school year. Eligible students must have completed a minimum of 3 credits per semester. All classes will count toward the G.P.A. This award is based on the combined semester grade point averages from the two previous semesters, not the quarter grade point averages. All students meeting the above criteria will earn an academic chenille letter (similar to the letters athletes earn). Students earning a G.P.A. of 3.50 - 3.75 will be recognized as honor students and will receive a silver Lamp of Knowledge pin. Students earning a G.P.A. of 3.76 - 4.00 will be recognized as high honor students and will receive a gold Lamp of Knowledge pin. Averages will be determined up to two decimal points. Each subsequent year in which a student earns an academic letter, a gold or silver bar will be awarded according to the corresponding G.P.A.

Dance Rules

Rules for NCA Cafeteria Dances: **All potential dances must be scheduled with the dean of students prior to setting the date.**

1. A policeman and chaperones must be present. The organization sponsoring the dance is responsible for securing these.
2. The dance must be chaperoned by a minimum of two faculty members and two volunteers, one of which must be a woman. Student officers of the sponsoring organization must provide the dean of students with a list of chaperones at least 24 hours prior to the dance. The duties and expectations of the volunteers will be established and outlined in writing by the Student Government Council. A copy of these should be presented to the sponsoring organization advisor and provided to the chaperones at the time of solicitation.
3. The price for admission for dances will be determined by the Student Government Council. Organizations desiring to make an additional charge must apply to the Student Governing Council at least one week prior to the dance. Everyone (with the exception of those working at the dance) must pay to get in. All students and their guests must show a photo ID in order to attend.
4. Any potentially controversial music or arrangements must be approved by the dean of students in advance.
5. If someone (non-NCA guest) causes a problem at the door or at the dance, the chaperones may request the person to leave the dance and school grounds. If the incident involves a NCA student the student will be escorted to the dorm by staff. A report of the incident will be given to the dean of students by the sponsoring advisor on the following school day. The dean of students will then exercise their authority for the type of incident, which may include referral to the police, sheriff's department and additional disciplinary action including removal from school.
6. To facilitate an orderly entrance to the cafeteria a chaperone will stand at the door and regulate the number of students in line for admission.
7. A NCA student may invite one guest who is not a student of NCA. It is the responsibility of the NCA student to sign the name of the guest on the sign up list in Student Services at least three days in advance of a dance. **CAUTION: FOR FORMAL DANCES, DO NOT MAKE EXPENSIVE PLANS OR PURCHASES PRIOR TO YOUR GUEST BEING APPROVED.** The NCA student must be present for the admission of the guest at the dance and is responsible for the conduct of the guest while at the dance. The administration may refuse to allow any non-NCA student to attend the dance. **NO MIDDLE SCHOOL STUDENT WILL BE ALLOWED, NOR ANY GUEST OVER NINETEEN YEARS OF AGE.**
8. Dances will normally end at 11:00 P.M. or earlier. On special occasions, the NCA administration may allow the dance to last until 12:00 A.M.
9. Ticket sales will end 30 minutes after the beginning of each dance. No one will be admitted afterward (with the possible exception of NCA students returning from school sponsored activities).
10. Anyone leaving the dance will not be allowed to return.
11. The possession or use of alcoholic beverages, drugs, or drug paraphernalia in conjunction with any school activity is strictly prohibited. **Violators of this policy will be referred to the police immediately.** Chaperones are instructed to report any such incident to the sponsoring advisor and the NCA administration

for further disciplinary action and applicable citations.

12. Smoking or tobacco products are prohibited in NCA buildings or on school grounds at all times.

13. Students under disciplinary restrictions will not be allowed to participate in any dance.

DRILLS & ALERTS

Tornado Drill

1. During a tornado drill or alert, the following precautions should be taken:

a) Everyone should stay indoors or move indoors.

b) The safest places in the school are in the smallest rooms, and away from any outside windows. The safest locations in the school are as follows: The recreation education rooms on the lower level; the lower level interior hallway; the locker rooms; bathrooms; the music practice rooms, and interior rooms in the administration section of the building.

2. During the drill or alert, students should sit on the floor with their heads down. They should sit close together facing away from any glass area.

3. Staff must move students in their areas to the safest place available. Be sure to stay away from windows. Designated staff members are to bring their flashlights.

4. All communications which begin and end the drill/alert will be by loudspeaker.

Fire Drill

Once a month, weather and circumstances permitting, there will be a fire drill. The first fire drill of the year will be announced beforehand. Teachers will review with their students the fire drill exits for their classrooms and post a Fire Exit sign above their door indicating the direction people should take on exiting the room. On the first day of each semester **teachers** must review this information with each class. Students are to leave all books and materials and move in a quiet and orderly fashion to the specified exit. The first adult to reach an exit should hold the door open for those who follow. All persons are to move at least **100** feet from the building making sure to keep all driveways clear. Science students are to turn off all equipment, which might create a safety hazard during the alert or drill. Students are not to stop at their lockers. When the alert or drill is over, there will be an all-clear notice delivered by a staff person.

False Alarms and Interference With Fire Fighting

Wisconsin Statute 941.13 states, whoever intentionally does any of the following may be fined not more than \$500.00 or imprisoned no more than one year in county jail or both:

a. Gives a false alarm to any public officer or employee whether by means of a fire alarm system or

otherwise; or b. Interferes with the proper functioning of a fire alarm system; or c. Interferes with the lawful efforts of firemen to extinguish a fire; or d. Interferes with, tampers with or removes, without authorization, any fire extinguisher, fire hose or any other fire-fighting equipment. Violators may be suspended and/or be subject to expulsion. In addition, juveniles in violation may be referred to the juvenile courts and adult students may be formally charged and face criminal prosecution.

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