



NORTH CEDAR
ACADEMY

2021 - 2022

STUDENT

HANDBOOK

North Cedar Academy

North Cedar Academy strives to enhance and accelerate academic success, promote individual excellence, and develop 21st century global citizens.

NCA students are

- success oriented,
- technology enriched,
- environmentally conscious,
- culturally aware, &
- community involved

NCA students will

- be empowered to cultivate respect for self and others by offering opportunities for life-long personal and social development.
- ascertain educational, personal, and career awareness skills in smaller class sizes with a variety of scheduling options.
- benefit from a multi-ethnic community, that works together to create an academic, physical, emotional, social, and safe environment where everyone can learn and respect one another.
- acquire an education through innovative techniques to enhance lifelong learning through technology and varied instructional strategies.
- be prepared to graduate as responsible and contributing global citizens

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NORTH CEDAR ACADEMY

As a small boarding and day school, NCA places great importance on providing our students and their parents/guardians with the support necessary to set the stage for a successful academic, social, and emotional learning experience for our student body. Timely, honest, and open communication between the parents, student, and the School is essential if we are to provide our students and parents with an effective level of support. The individuals below are resources for students and parents; each is committed to the open communication essential to the partnership between NCA and every family that is part of the NCA community. Each of these persons are available to you by phone, email, and various other media platforms such as WeChat and WhatsApp. Please review the School's website at www.northcedar.net for additional faculty contact information, log in to ALMA (our Student Information System) to follow your child's academic progress, and check your email regularly for announcements.

PRIMARY CONTACTS

Executive Director, Donald Smith: dsmith@northcedar.net

715-532-0201, ext. 226

The Executive Director operates as NCA's CEO and is responsible for all aspects of the School's programs and policies.

Academic Dean, Nate Arnold: narnold@northcedar.net

715-532-0201, ext. 200

The Academic Dean responsibilities include the oversight of all faculty and academic programs at NCA as well as scheduling, teacher assignments, course placement for students, SAT and PSAT testing, and the distribution of grades and comments each quarter. Mr. Arnold is the best person to contact with specific questions about a student's learning profile or if a student needs help with academic skills. Questions and/or concerns about the teaching faculty or academic program can be discussed with Mr. Arnold as well.

Dean of Students, Director Of Resident Life & College Counseling, Bonny Beck:

bbeck@northcedar.net

715-532-0201, ext. 236

The **Dean of Students** oversees student services including travel planning for school breaks and special trips as well as health services and student well-being, the advisory system, weekend and special activities, guest speakers, cultural celebrations, Student Council, Teen Leadership, and the School's disciplinary system. The dean is also a valuable and appropriate resource to address a wide variety of parental concerns.

As **Director of Resident Life**, Ms. Beck manages the dorm facilities and operations as well as all dorm activities, dorm safety protocols, dorm rules and procedures, dorm chores, Student Resident Assistants, any medical needs of students including healthy eating, sleeping, and exercise, student counseling and referrals, and the general well-being of all students and resident life staff. The resident life team provides needed social and emotional guidance and support as needed and is responsible for creating and maintaining a positive environment in the dorm. Ms. Beck or any of the Resident Assistants would be the best to contact if you have a question about your child's dorm room or living experience.

Resident Assistant, Carissa Nelson - cnelson@northcedar.net

Resident Assistant, Nicole Conley - nconley@northcedar.net

Resident Assistant, Lea Petrova - lpetrova@northcedar.net

Resident Assistant, Phil Brichacek - pbrichacek@northcedar.net

Resident Assistant, Will Fitzhugh - wfitzhugh@northcedar.net

The dormitory resident assistants reside with and maintain close contact with all the students in the dormitory. These experienced dorm parents should be contacted when you are concerned about some specific aspect of life in the dormitory, or more generally about how your child is adjusting to the expectations and the social environment of the dorm.

As **Director of College Counseling**, Ms. Beck coordinates all efforts on the part of the School to guide students through the college selection and admissions process, from satisfying college entrance exam

requirements to completing a college application. This could include writing recommendation letters, contacting college admissions offices and providing students with detailed information about the specific colleges they are considering. Informing students about the college entrance process, assisting with college essays and financial aid paperwork, and ensuring that each student meets the academic and registration requirements at each step of this process are the main focuses of a College Counselor. The college counselor will also arrange college visits and invite college admission officers to speak at NCA about their programs.

Chief Financial Officer, Peg Hysell: physell@northcedar.net

715-532-0201, ext. 204

Our CFO can answer any questions about tuition payments, wiring information, and student accounts. Ms. Hysell can also assist students with deposits and withdrawals from their accounts as needed.

Health Services/School Nurse, Cindy Krings: ckrings@northcedar.net

715-532-0201, ext. 230

Our school nurse is the first resource for parents concerned about any aspect of their child's health, and no concern is insignificant. Health Services also coordinates counseling services for students with professionals outside the NCA community as needed. Cindy welcomes contact from parents who are concerned about any aspect of their child's development while at NCA. The function of the Health Center is described in detail in the Student Services section of this handbook.

Manager of External Affairs, Alyssa King: aking@northcedar.net

715-532-0201, ext. 207

Alyssa manages all communications with the processing and mailing of all admissions enrollment forms as well as processing and transferring all I-20s and international student health insurance coverage applications. She is the school's onsite IT manager offering technical support for faculty, staff, and students. Alyssa is our ALMA expert (student information system) for the publishing of schedules and grades/transcripts.

Administrative Assistant/Transportation Manager, Tracy Royce: troyce@northcedar.net

715-532-0201

Tracy manages our vehicles and transportation of our UW students each day. She also assists in the accounting department and provides assistance to the Executive Director and Dean of Students.

Kitchen Manager & Head Chef, Bob Russell: brussell@northcedar.net

Bob and his assistant Jill and Jessica work hard to provide nutritious meals that satisfy everyone's wants and needs. The kitchen team is happy to find recipes and cook special meals that our students miss from home and they are extremely diligent about meeting specific dietary needs of students and staff. They are always on board when planning cultural celebrations and they get to know each student's likes and dislikes quickly. We are fortunate to have them.

Student Advisors (students will be assigned to an advisor)

Advisors are the primary liaison between students and their parents, as well as the rest of the faculty working with the student. Advisors oversee the academic, extracurricular, and social development of their advisees and are the best resource to answer most questions about a child's adjustment to, or performance at, NCA. Members of the faculty work with a small (4–6 students) group of advisees throughout the year. Advisors meet weekly with their advisees, sit with them in assembly, and sit with them for meals over the course of the year. All students may request a new advisor at any time during the school year if they have a better connection with another teacher. All such requests should emanate from the students themselves and go through the dean of students. Parents are encouraged to communicate directly and frequently with their child's advisor, particularly if they have concerns about any aspect of their child's experience. Families can also expect to receive two advisor letters each year (November and March) that reflect on their child's experience and progress.

Student Handbook Reminder

The North Cedar Academy administration has the right to update the information within the Student Handbook throughout the academic year as needed. Any such updates will be disclosed to students and faculty as they occur.

CODE OF STUDENTS' RIGHTS AND RESPONSIBILITIES

PHILOSOPHY OF STUDENTS' RIGHTS & RESPONSIBILITIES

Student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Rights and Responsibilities. These standards are embodied by a set of core values that include **Respect, Community, Integrity, and Responsibility**.

All members of the campus community bear responsibility for their conduct. As members of the NCA community, students are expected to adhere to all published rules, regulations and policies. Students are also obligated to the laws of the city, county, state, and nation.

The student conduct process is not intended to punish students; rather, it exists to protect the rights of the community. The rights and privileges of the individual are also components of a community. These rights are protected with vigilance equal to the enforcement of rules and procedures. When a student is unable to conform their behavior to community expectations and the underlying values that establish those community expectations, the resulting student conduct process may determine the student should no longer share in the privilege of participating in this community.

The entire staff at North Cedar Academy is committed to each and every student's efforts and successes. With difficulties in academics, dorm life, or other areas, there are options available for help. The first option is discussing the problem or difficulty with an adult or student RA and sharing the problem and possible solutions with your parents or guardian. It is encouraged to share and seek advice from faculty, staff, and administration anytime problems arise. Students and parents should request a conference any time they have concerns. When our school and home partner together, we can better assist students on the road to success.

RIGHTS

- Each student has a right to an education.
- Each student has the right to have freedom from discrimination.
- Each student has an equal opportunity in academic achievement, participation in extracurricular activities and utilization of the North Cedar Academy facilities and equipment in accordance with regulations and procedures.
- Each student is guaranteed due process in matters related to school rules and procedures.
- Each student has the right to be represented or be elected as a representative on the North Cedar Student 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 any way offensive, or be the victim of physically aggressive behavior by either an adult or student. Those who believe they are victims of harassment should report their concerns

to a trusted staff member who will take them to the administration. 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.** Mutual respect is the basis for all interactions between members of the school community.

ACADEMIC LIFE

ACADEMIC PROGRAM

Dear NCA Students and Parents,

Greetings! And welcome to North Cedar Academy! I trust this year will be an exciting and challenging time in your life, but one that will ultimately prepare you to be the type of well-rounded, educated, and engaged global citizen our world needs to move forward. Think about that! Suffice it to say that we are thrilled to have you join our NCA community, and look forward to your contributions to the same!

Students, your coursework, extracurricular activities, field trips, and frequent opportunities to be a part of the greater Ladysmith community will challenge you to give and become your best this year. Take advantage of that! Know that our dedicated faculty have spent their Summer planning for your courses and cannot wait to engage with you in their classrooms! So many of our students still stay connected with our amazing NCA faculty, who are so proud of their many accomplishments. And you're next!

I hope that during your coursework this year, you will challenge yourself continually and take full advantage of all the opportunities that present themselves. Your teachers and I will push you, but ultimately your education is what you decide it will be. You have the power to be anything you want. Please take that seriously.

I look forward to meeting and working with each of you in the near future! Please feel free to reach out!

Regards!

Nate Arnold

Academic Dean

Student Schedules

Students will meet with the Academic Dean before each academic semester to create a schedule that is challenging and includes necessary coursework for graduation. Students are strongly encouraged to take ??? credits per year to maintain full-time student standing and to stay on track for graduation.

Grade Placement

Upon receipt and review of the required documentation, the Academic Dean and the admission team may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level.

In making the placement decision under the above provision, the Executive Director, 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 a parent or legal guardian before the student's educational plan is created.

Study Hall

All students will be scheduled to attend two weekly study halls in the Lecture room and a period of Academia. This is in addition to mandatory evening study time in the Dormitory.

- Academia is one period for students to consult with their teachers outside of normal class time. Students should use this time to ask questions, check understanding, get additional homework, and prepare their weekend study.
- Study Hall I is one period of structured study time in the Lecture Hall. Students and faculty will attend. It is to be quiet and technology-free.
- Study Hall II is one period of unstructured study time in the Lecture Hall. Students and faculty will attend. Technology and group work are allowed. It is asked that noise be kept to a minimum and that students use headphones or earbuds.

Library

Occasionally students may be assigned to the library for a quiet study hall. This area is designed for individual and small group work in a quiet and relaxed setting. Students are encouraged to use this time to complete homework, study for tests, complete group projects, or meet with the college counselor and other staff members. Students may also read if they are caught up on their assignments. Students are discouraged from using this area for loud and/or disruptive activities or the playing of video games or movies. **NO FOOD** is allowed in the library other than water bottles. Any acts of vandalism to the library, equipment, 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.

Course Withdrawals & Schedule Changes

Students are encouraged to develop their educational plan and subsequent schedules carefully. Selecting a course is a commitment on the part of the student to the teacher, NCA, and where applicable, the University of Wisconsin Eau Claire - Barron County Campus. 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 not allowed to withdraw from a course. Therefore, all course withdrawals will be refused unless there are extenuating circumstances that warrant a change in the student's plan 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 educational plan.
- change in college major, adding course rigor.

All schedule change requests will be evaluated by the Academic Dean. All drops must be submitted on the appropriate form to Student Services by the end of the fifth school day in each semester. If a student requests to make a change after the fifth day due to an extenuating circumstance, he/she must request a conference with the teacher of the class and the Academic Dean, and may be required to submit written parent permission. Any approved class change after the fifth day, will remain on a student's transcript and marked with a "W" indicating withdrawal from the class.

Curricular Modifications

Students, parent/guardian(s), may request modifications in the student's educational program. However, NCA is not required to provide modifications unless a student has a current IEP (Individualized Educational Plan) on file.

Records Information

Students transferring to North Cedar Academy shall provide the school with identifying information (i.e., name, date of birth, chronological age, address); record of immunization and illness; an up-to-date transcript from past schools showing academic achievement; subjects completed; credits earned; and if applicable, the results of standardized testing.

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

- Copies of the sequential curriculum that was taught in the six (6) mandated subject areas

- Records and dates of student performance for each course taken.

Academic Honors

Students taking 7 courses or more per semester and earning a grade point average between 3.6 and 4.0, will be placed on the Dean's Honor List for that quarter. Students earning a grade point average between 3.2 and 3.59 will be placed on the Dean's List. If the student has an incomplete at the time of computing GPAs the student is not considered eligible for either Dean's List.

Grades & Grade Point Averages

Grade points for 1 credit courses on a 4.0 system:

| grade | % | GPA | grade | % | GPA |
|-------|--------|-------|-------|-------|-------|
| A | 100-92 | 4.000 | C | 77-72 | 2.000 |
| A- | 91-90 | 3.667 | C- | 71-70 | 1.667 |
| B+ | 89-88 | 3.333 | D+ | 69-68 | 1.333 |
| B | 87-82 | 3.000 | D | 67-62 | 1.000 |
| B- | 81-80 | 2.667 | D- | 61-60 | 0.667 |
| C+ | 79-78 | 2.333 | F | 59-00 | 0.000 |

Incompletes

Teachers and students must receive consent from the Academic Dean or his/her designee for an incomplete to be issued. If issued, an incomplete must be made up within a reasonable time frame, as agreed upon by the Academic Dean and teacher. Work not made up will be changed to an "F" unless there is a verified medical or other legitimate reason not to do so. This decision will be made by the Academic Dean.

Home-Based Classes for Credit and Grades

Students entering North Cedar Academy from a home-based educational program will be allowed to enter after the start of a semester per the decision of the Executive Director..

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 "P" (Passed) on the official North Cedar Academy transcript when the required documentation is provided, (per section "Records Information").

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.

Academic Appeals

A parent or legal guardian or an adult student (18+) may appeal a student placement in writing to the Executive Director. The Executive Director, or designee, will review the placement. The decision or placement will be made by the Executive Director, 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 Executive Director, or designee, the Executive Director, 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. When a student requests a withdrawal from school, the student's parent/guardian must submit a request in writing to the admissions office. When a withdrawal request is made, a conference involving the student, advisor, and school leadership may be scheduled to review the request. All school materials, fees, and fines must be taken care of prior to the validation of the withdrawal. No tuition or fees are refunded if a student chooses to withdraw.

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. Cumulative Records are kept digitally after a student leaves NCA, and are only academic in nature (they will not have a student's immunizations, etc. in them).

GRADUATION REQUIREMENTS

All students must complete the graduation requirements as established by North Cedar Academy to become eligible for the NCA High School Diploma. Courses not offered by NCA are not guaranteed to be eligible for credit towards an NCA diploma. The Academic Dean will decide upon the eligibility of all coursework submitted.

Students are encouraged to discuss these classes with the Academic Dean or his/her designee. Students may not be permitted to participate in commencement exercises

until all requirements are completed. Student diplomas will be held if there are any outstanding fees and/or fines.

Academic Requirements for Graduation:

4.0 credits of English

3.0 credits of Mathematics

3.0 credits of Science

1.0 credit of Chemistry/Physical science

1.0 credit of Biology/Life sciences

1.0 credit of additional science

3.0 credits of Social Studies

1.0 credit of World History

1.0 credit of United States History

0.5 credit of United States Government

0.5 credit of additional social studies

1.0 credit of Fine and Performing Arts

0.5 credit of Health

10.5 credits of Electives

26.0 total number of credits required for graduation

* UWEC-BC 3 credit course (1 semester) is equivalent to earning .75 NCA credits.

* All students must complete 4 years of high school to earn their NCA diploma - early graduation before the end of Senior year is not an option.

A minimum of 5 community service hours per year is required while attending NCA. A NCA Community Service Verification Form(s) must be completed and submitted to the Dean of Students each year one week prior to graduation.

To be recommended for a NCA high school diploma, a student must fulfill and pass the above listed minimum requirements.

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 and conversations occurring in the classroom. 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. Wisconsin statutes and **North Cedar Academy require students to attend school on a full time basis.** Federal regulations governing

international student attendance require students to remain in status by staying in school on a full time basis. In the event an NCA day student will not be attending school on any given day, the Student Services office should be called before 9:00AM to provide the reason for the student's absence.

The phone number is 715-532-0201 ext 201.

Planned Absence Notification

Both day and boarding students who are aware of an upcoming absence must complete a **Planned Absence Notification Form** and submit it at least two days prior to the time of absence for approval by the Dean of Students and Academic Dean. If students are aware that they will be absent for more than three days in a row, they must submit the **Planned Absence Notification Form** one week in advance. North Cedar Academy allows 10 planned days of absence per school year. Students are responsible for all missed work.

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).**

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 Statute 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 for truancy may adversely affect the Educational Visa Status of the international student and may place non-international students in jeopardy of dismissal from NCA.**

Excused Absences

Absences for the following reasons may be excused:

- A religious holiday
- The student is not in physical or mental condition to attend school.
- Non-emergency medical appointments. (We expect these be scheduled for non-class times whenever possible)
- A death in the immediate family.
- An illness in the immediate family, which requires the attendance of the student.
- A court appearance or other legal procedure which requires the attendance of the student.
- Quarantine by the public health department.

- A family trip.
- Approved school activities, including college visits and competitions.

North Cedar Academy is a closed campus. This means students may not be absent, even from study period, except for the excuses listed above and approved by a parent/guardian and the school. **No student is to leave the school building or dorm for any reason (including health related problems) without receiving prior permission from the Academic Dean, Dean of Students, and/or the Resident Life Director.**

Make-Up Work

Students may make up schoolwork and tests missed for any excused absence. Upon return, one school day is allowed for making up one day of excused absence. For each day absent the student has the equal number of days to make up the missing work. Students and/or their guardians may request homework to be collected for pick up for the student. If the absence is longer, individual arrangements should be made through Student Services. For absences because of school related activities, additional extensions are given at the discretion of the teacher.

Tardies

In case of tardiness, teachers will mark the student on the absence report accordingly. Students who are tardy should report directly to class, unless they are more than five minutes late to class and then should report to the main office for a tardy pass. Three or more tardies will result in detention. Teachers may issue detentions 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:

- Students will receive one detention for each period missed. A full day of unexcused absences will result in a disciplinary hearing.
- Detentions are to be served consecutively, starting the day after the detention is issued. Students who fail to serve their detention will be scheduled for a disciplinary hearing.
- Students with detentions will not be able to participate in school events until the obligation is satisfied. In addition, students who do not fulfill all detention time prior to the end of school year will have their official transcripts withheld.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)*

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 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:

- The student's name.
- The student's address.
- The student's telephone listing.
- The student's date of birth.
- The student's grade
- The student's sex
- The student's weight, height, immunization record, daily medication.
- The student's parent/guardian's names and information.
- The student's emergency contact information
- The student's physician and dentist.
- The student's dates of attendance.

***FERPA does not apply to international students.**

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 have two weeks to advise the school district in writing (a letter to the Executive Director'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:

- **Right to Inspect:** You have the right to review and inspect pupil records maintained by North Cedar Academy.
- **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.
- **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 Executive Director 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.

- **Transfer of Records.** Within five (5) working days, the school shall transfer to another school or school district all pupil records relating to a specific pupil if NCA has received written notice from the pupil, if he or she is an adult, or his or her parent or guardian, that the pupil intends to enroll in another school or written notice from the other school or school that the pupil has enrolled. **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.
- **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 Executive Director, North Cedar Academy, 1500 Port Arthur Road, Ladysmith, WI 54848.

STUDENT SERVICES

MAIL AND PACKAGES

Students are notified via email when a package has arrived for them. The school office is not open on Saturdays, so we recommend not overnighting a package for Saturday delivery since the delivery company will not be able to find anyone to accept the package. The School reserves the right to inspect all packages received to determine if anything is suspicious or potentially inappropriate. When such suspicion arises, the Dean of Students is notified and the package is held. No medication or substance requiring a prescription should be mailed to a student; all such packages should be addressed to the school nurse. Each student is responsible for knowing the contents and makeup of items and/or packages that arrive. Mail and packages should be addressed as follows:

Student Name
North Cedar Academy
1500 Port Arthur Road,
Ladysmith, Wisconsin 54848

LOCKERS

Each student will be assigned a locker if requested. 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 lockers at any time. In cases of theft, report the theft to the office of the Dean of Students 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 the 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. This includes the use of drug detecting canine units.

SEARCHES & SEIZURES

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.

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.

LOST & FOUND

The office of student services maintains a lost and found area as a service to students. It is the responsibility of each student to bring lost items to the Student Services office. Students who have lost items are expected to periodically check with the office for lost items. All missing items and valuables should be reported to the office immediately. The school will not be held responsible for lost or damaged items. All left items will be donated or discarded after 1 month.

FEES & FINES

Academic

Students may be issued various class/school materials to ensure their success in the classroom, (e.g. textbooks, laptops, etc...). Certain courses may require a fee for materials or individual instruction. Students are responsible for maintaining school-issued items in good condition and returning them at the completion of the course. Any student that damages or does not return school-issued materials will be billed for the replacement cost of such materials. Student Spending Account funds can be used to pay fees & fines.

Dorm

Students must respect all school property. Any damage, above normal wear and tear, will be the responsibility of the student. An end-of-year dorm room check out will be required to assess any damage. Any and all repairs or replacement costs will be billed to the student(s). The cost of transportation arranged by the school for a student

(testing, airport, medical, etc), outside of regularly scheduled or local trips, will be billed to the student. Any student with unpaid fees and fines that are not resolved by the end of the year will have their diploma and/or official transcripts held until the dues have been paid. Student Spending Account funds can be used to pay fees & fines.

HEALTH SERVICES

Cindy Krings, Registered Nurse, on site
ckrings@northcedar.net 715-532-0201, ext 230

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.

Communication, the cornerstone of effective physical and emotional health care, is particularly critical in providing timely health services for every NCA student. who rely on good communication with faculty, parents, and students about health concerns and needs. After hours, emergencies, or sudden illness should be reported immediately by a student or parent to dormitory staff for referral to the nurse or administration. No concern is too small.

The Health Center also acts as a parent-student-School liaison with health care providers and services in the local area. Parents are encouraged to contact the school nurse directly with their concerns. There is no charge for routine medical supplies or medications available in the Health Center or for an evaluation by our School nurse. Students are encouraged to come to the Health Center anytime they are ill, injured, or simply concerned, though an absence from class or athletics requires an evaluation by the nurse. For illness/injury requiring services beyond the scope of practice of the nurse, the student will be referred to the local urgent care, specialist, or emergency room. Any prescriptions, labs, x- rays and other diagnostics will be referred to local pharmacies, urgent care clinics, or hospitals. Student's personal insurance will be billed for these services, and any co-pays or other health-related charges not covered by insurance will be the responsibility of the student.

Health and Wellness Protocol

Our students' health is of paramount importance. We do not want students to hesitate to seek the School's help for themselves or on behalf of other students when there may be medical or behavioral concerns, even if School rules or standards for conduct have been violated. The health and wellness protocol provides students, families, and adults in the NCA community a means to get support for a student in need. The health and wellness protocol provides students with a means of accessing support in situations where there is concern about the use of controlled substances or school standards of

conduct have been violated and/or when students are concerned about the immediate safety of another student or students (including themselves) who are under the influence or need medical attention – all without incurring disciplinary consequences. This protocol is designed to provide students in need with access to medical, educational, and therapeutic help. However, the health and wellness protocol will not shield a student from disciplinary consequences if an investigation has already been set in motion by a faculty member and/or it's determined that a student's behavior is particularly harmful or egregious to the greater community (e.g. theft or distributing/selling drugs or alcohol). It is important to note that the health and wellness protocol depends on honest and forthright conversations between the student and two members of the Health and Wellness Committee. The protocol was created to address the totality of a student's health and wellness, and so the Health and Wellness Committee members who communicate with a student under the health and wellness protocol anticipate full disclosure of the issues at hand. If it is discovered that there is dishonesty or omission of information during the process, the violation will no longer be covered under the health and wellness protocol and the dean of students will initiate a disciplinary response. The protocol can be invoked by sharing the concern with any member of the faculty, dorm staff, or administration. The adult will then bring the concern to the Dean of Students.

A few examples of when the protocol may be invoked, out of concern, for a student:

- the frequent use of controlled substances;
- a significant past event involving controlled substances that might indicate future risk;
- a student demonstrating at-risk behavior.

Concerns related to eating or self-injury are brought directly to the director of health services and are kept confidential. While the use of the health and wellness protocol means that no disciplinary response will be administered, all information presented to a Health and Wellness Committee member will result in an intervention at one of three levels.

Concern About Alcohol or Drug Use or At-Risk Behavior

When the Health and Wellness Committee receives concerns about at-risk behavior from a member of the NCA community, the following will result:

- Conversation with the student.
- Concerns are shared and resources for support are discussed
- Parents/guardians may be notified at this time.
- If no further information comes from the discussion, the meeting is logged into the committee's minutes. If new information is gleaned from the meeting that warrants a higher-level intervention, it is initiated immediately.

Probable or Witnessed Substance Use by a Student

When the Health and Wellness Committee receives more information about observable at-risk behaviors or concrete evidence about a student's substance abuse under the health and wellness protocol, the following will result:

- Health and Wellness Committee members directly address the student and the associated situation.
- Students will record a statement outlining the behavior for which they are accepting help under the framework of the health and wellness protocol.
- Notification of student's parents/guardians.
- The student signs a behavioral contract agreeing to remain substance-free for the remainder of their tenure at NCA (or abstain from at-risk behavior) and that outlines the supports that the School will provide and the student will be expected to participate in.

Substance Use by a Student Who Has Already Used the Health and Wellness Protocol

When the Health and Wellness Committee receives additional concrete information about further substance use by a student who is on a behavioral contract, or the student has a positive drug test, or the student is in an emergency situation, or the student is in a disciplinary incident related to the similar behaviors:

- The Dean of Students will immediately notify the administrative team.
- The administrative team, in consultation with the Health Center, will make a recommendation as to whether or not NCA can provide a safe environment for the student and the NCA community. If students choose to reveal to medical or counseling professionals their involvement or the involvement of other students with controlled substances or violations of school standards of conduct, this information will remain as private as possible, but some or all of the steps above may be enacted as a means of support.

The overarching objective of the health and wellness protocol is to encourage a trusting, supportive environment where students, parents, and adults work proactively toward creating a healthier community. This protocol does not change the open communication and accessibility students have in sharing a concern with a School nurse or School counselor regarding their own behavior or a peer's behavior.

Immunizations

All students enrolling at North Cedar Academy must have an updated **immunization record** on file as required by state law to enroll and a signed consent form to allow for any additional immunizations required during the school year. Students must also show proof of a COVID-19 vaccination, or submit a waiver for medical or religious reasons, before coming to campus. If students cannot access a COVID-19 vaccination before arrival then NCA will schedule a vaccination as soon as possible upon arrival. NCA will work and coordinate with the Rusk County Public Health Department for additional

services as needed. Immunizations offered by the public health department are given free of charge. Immunization records will be maintained on all students at NCA.

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:

- use first aid to stop bleeding
- attempt to restore breathing
- prevent shock
- prevent infection or contamination

School staff will transport the student to the hospital or remain with the student until emergency care arrives in the event of more serious injuries or medical issues. Parents or guardians will be contacted and informed of the injury and treatment as soon as possible. For cases where treatment can be given immediately, a school staff member will remain with the student at the hospital until treatment is received and the student is released. For more serious cases, the staff member will stay at the hospital until the student is admitted, settled into a hospital room, and a treatment plan is discussed with the doctor. If a parent cannot be reached, the emergency contact listed by the parent on the school health forms will be contacted. An accident report must be filed in the office of the Dean of Students and a copy will be submitted to the school nurse.

If medical follow-up is needed, or if the student needs to return home, transportation will be discussed with the parent/guardian by the school nurse and Dean of Students.

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. A more detailed plan for the COVID-19 outbreak can be requested from Health Services.

Student Illness

If a student reports to the Student Services Office and claims to be ill, the school secretary, nurse, or administrator will inquire as to the nature of the illness. Students with serious illnesses will be taken to the local healthcare facility for medical care. Students who wish to lie down in the school sick room will be allowed to do so for one class period. If the student remains too ill to return to the classroom, the student will remain in the sick room. A continuing illness may require an appointment with a local health professional. This appointment can be made by the school nurse. All illnesses and medications administered by school personnel will be documented in the students ALMA file and medical record. Parents will be contacted for serious illnesses and repeated illnesses that become a concern.

Medication

Parents must notify the Dean of Students, school nurse, or student services whenever a student is required to take medication at school. All medications and health issues must be listed on the health forms completed at the time of enrollment in order for the school

to properly care for a student. Parents cannot wait until their child is on campus to share medical concerns, health issues, or medication requirements.

No student may possess prescription or non-prescription medication or vitamins in their room or on their person, unless a medical form has been filed with the school nurse for carrying specific items, e.g., inhalers, epi-pens.

All prescriptive medication and over-the-counter (OTC) medicine is to be kept in the medical cabinet in the nurse's office on campus and/or in the medical cabinet in the dorm. Medication forms are available in student services or the nurse's office. Medications required to be taken while a student is on a field trip will be kept and distributed by the field trip chaperone. **Students are not allowed to share or distribute medication with any other individual. Students must not leave medication in an area accessible to others. When given medication, students must take it immediately and not carry it around.** Violations may result in suspension and/or expulsion from North Cedar Academy.

Insurance Information

Our school provides accident coverage for all students. This is **SECONDARY** coverage only. **All NCA students are required to have proof of health insurance for the duration of the school year and prior to arriving on campus.** Parents need to ensure that their insurance is accepted by the local health facilities (Prevea & Marshfield Health Systems) or run the risk of paying out-of-pocket for the entire cost of medical treatment. International students will be offered medical insurance facilitated by the school unless they can show proof of insurance prior to arriving at North Cedar Academy. The cost of this insurance will be part of the school fees.

In case of an accident, an **Accident Report Form** must be completed as soon as possible and administration must be informed of the accident immediately. Accidents must be reported to an NCA staff member, who will complete an accident report form within two days of the incident. The accident report form will be submitted to school administration for review and placed in the student's file.

COUNSELING SERVICES

Students are under a lot of pressure as teenagers living away from home and may feel the need for extra support to deal with any emotional issues related to personal or academic experiences. We care just as much about a student's mental health as we do their physical health and finding the right person to help students become confident in their responses to stress is important. Professional counseling and referrals are available to students off campus in Ladysmith. This is arranged through the school nurse who would speak with the student first before making an appointment to their class schedule. Students are encouraged to seek counseling services if they have personal concerns, are having difficulty in some area of their lives, or if they are worried about a friend or family member.

Counseling Guidelines

- Confidentiality: Unless it involves information that relates to the endangerment of the individual, another person, or the community at large, all communications with the school nurse or counselor are kept between the student and nurse/counselor. Parental involvement is welcome, but parents are asked to respect this confidentiality. Cases of emotional, physical, or sexual abuse must, by law, be reported to Child Protective Services or law enforcement.
- Students are responsible for meeting all scheduled appointments, and should contact the nurse in advance when unable to make an appointment. Missed appointments will be rescheduled at the student's request.
- Ongoing student meetings with outside therapists require parental permission. Payment will be arranged directly with the therapist and the student's parent if insurance does not cover the total cost.
- Emergency consultation or hospitalization to ensure the safety of a student is authorized by the parental medical release form. In the case of a personal crisis of this nature, parents are notified immediately.
- Students are routinely encouraged to identify and use all of the adult support available to them, especially their parents.

COLLEGE COUNSELLING

Bonny Beck, College Counselor 715-532-0201, ext 236 bbeck@northcedar.net

The NCA college counselor works with freshmen, sophomores, and especially juniors and seniors to guide them in their course selection as well as all the requirements of their college application process. She works closely with the Academic Dean to help students choose challenging high school classes that will align well with their intended area of college study. Both group meetings and one-on-one conferences ready students to have their applications and documents completed by the college admissions deadlines.

The college counselor encourages students to reflect on their own interests, talents, and goals, and then to research and explore the colleges that will foster those abilities and aspirations. Advice and guidance are provided through one-on-one meetings with students during this self-evaluation and research part of the process. Once a student's college list is finalized in the fall of the twelfth grade, the focus of these meetings turns toward the applications themselves, followed by the final selection when acceptance letters are in hand in the spring. The college counselors also serve as liaisons to college admission offices, promoting an understanding of NCA and each of our students to the colleges. Although the College Counseling Office firmly believes that students must play the lead role throughout the college application process, the counselors encourage parent participation as well.

College Board SAT and ACT Testing

We are a National Test Center for the College Board and in this capacity we administer SAT and SAT Subject Tests on certain Saturdays throughout the school year.

The School is **not** a test center for the ACT, so students wanting to take the ACT can travel to Lake Holcombe High School (20 minutes away) but must coordinate transportation with the Director of Resident Life. For more information, visit the ACT website at www.actstudent.org. Test prep resources are available at school for both the SAT and ACT.

Going Off-Campus

Students leaving campus during the school day must have permission from the Dean of Students or the Academic Dean and sign out in the front office. Students need to sign back in on their return. Students are not to leave campus without this permission even if it is during a study hall or meal time. Students cannot ask a friend to tell the administration or send an email or text to the administration informing them of your absence. It is best if appointments are scheduled during a study hall period if possible, to avoid missing class time. Students are not to ride in a vehicle unless with an NCA staff member or approved family or friend. Please see the attendance policy in regards to missing class time.

COMMUNITY

LIFE

ACADEMIC YEAR

NCA's year consists of two semesters with four quarters. Grades are recorded at the end of each quarter in ALMA, the student information portal. Parents are able to log in as well to view grades, assignments, tests, and teacher comments at any time.

ACADEMIC DAYS

On a typical academic day, students are in class for four or five periods and will have one period in which they have no class scheduled. Students use the unscheduled blocks to get started on homework, study for upcoming tests, meet with teachers, or read, write, and work on projects. Students (and parents) have access to their class schedule via ALMA portals. Typical school days follow this format:

| Monday through Friday | |
|-----------------------|-------------------|
| 7:30AM | UW Breakfast |
| 8:00AM | UW Bus Departs |
| 8:30AM | NCA Breakfast |
| 9:00AM | NCA Classes Begin |
| 12:34PM | Lunch |

| | |
|-----------------|----------------------------|
| 3:34PM | NCA Classes End |
| 3:45pm - 5:40PM | ECAs |
| 5:45 - 6:20PM | Dinner |
| 7:30 - 9:30PM | Study Hall (Sun. - Thurs.) |
| 10:30PM | Chores |
| 11:00PM | Lights Out (Sun. - Thurs.) |

No In-Person Classes Days

The decision not to have school **in-person** is determined by the leadership team. Inclement weather is the most frequent cause to cancel or delay school due to the difficulty and danger of staff getting to campus. Announcements in this regard will be made through the resident assistants on duty at the dorm as early in the morning as is possible or the night before. NCA will make every attempt to notify day students of a school closure but parents and students are encouraged to check the local news stations' "School Closures" listings online.

On these days, all students will report to the academic building as usual. NCA students are expected to follow their regular academic schedule and attend classes via Zoom. UW students must email all their professors to explain their absence and ask for assignments. UW students are expected to maintain their regular study schedule while in the NCA library. It is not a day off from classes. Students will eat in the cafeteria as usual.

NON-ACADEMIC DAYS (Weekends & On-Campus Holidays)

A variety of activities are offered for students on these days. While most are optional, there are occasional mandatory activities that all students are expected to attend which are deemed either educational or beneficial in other ways. Students may sign up for optional activities on a first come-first serve basis. Students are encouraged to take advantage of the activities offered throughout the year to strengthen their relationships with others, practice their conversational English, and gain an understanding of the local culture.

| Saturday & Sunday Schedule | |
|----------------------------|------------------------------|
| 11:00 AM | Brunch |
| 12:100 AM - 5:00 PM | Free Time/ Activities/ Trips |
| 5:00 PM | Dinner |
| 5:45 - 11:30 PM | Free Time/ Activities/ Trips |

| | |
|----------|------------------------|
| 11:30 PM | Lights Out (Fri./Sat.) |
|----------|------------------------|

MEALS

All meals are served buffet style with the exception of some special events. Dress is informal for everyday meals (no pajamas) but formal dress is required for special events. All students must sign in for breakfast, brunch, lunch, and dinner. **Students must not sign in for other students as we need to know where students are in cases of emergencies.** If this occurs, serious disciplinary consequences will be earned.

Students are expected to display good table manners and clean and clear all their dishes and area after eating. No dinnerware is allowed outside of the cafeteria.

The following rules are necessary to facilitate an orderly climate for everyone:

- Report directly to the cafeteria. Please be patient in the lunch line and be courteous to the cooks and other students. Say please and thank you!
- Take only the food you can eat. You can always go back for seconds.
- Keep your eating area clean, return trays, dishes, and utensils to the dish window.
- If you spill something then you are responsible for cleaning it up. Mops and brooms are available from the kitchen staff.
- Students are expected to speak in English and to keep voices at a respectful level.
- **No technology** is allowed in the cafeteria during meal times so as to encourage conversation.
- Staff lunch periods are to be respected and uninterrupted by student requests.

ALL SCHOOL MEETING

School assemblies will be held weekly throughout the school year to provide information by administration, faculty, students, and outside organizations. Speakers and presenters are to be treated with the utmost courtesy and respect and with a minimum number of distractions from the audience. All 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.

Assemblies are considered a vital part of our educational program. Attendance is required. Students are encouraged to take note of important events and to use their calendar for a reminder. The scheduling of appointments during the times of these activities is discouraged.

DRESS AND APPEARANCE

Students shall normally be responsible for their personal appearance while attending North Cedar Academy. However, student dress and appearance shall always be clean and tasteful and 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 appearance will be enforced:

- During the school day, **hoods, hats, caps, and bandanas will be removed** upon entering the school building. These items, along with coats, jackets, other outer clothing, and accessories, will be placed in the student's locker or hung on the coat rack 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.
- No student shall be permitted to wear any clothing which depicts, implies, or references alcoholic beverages, tobacco products, harassment, 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.
- 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. In the event of a disagreement over the appropriateness of student dress or appearance, administration shall make the final decision on the matter.
- All students are expected to wear appropriate clothing and footwear for the weather for the health and safety of students. Long pants and coats are required in winter weather temperatures. Appropriate footwear that covers the entire foot is also required during the winter months. Gloves and hats are strongly recommended.
- All students are expected to wear appropriate fitting clothing. Clothing which is inappropriately revealing will not be allowed. **Clothing must cover the entire back, chest, shoulders, midriff, and bottom areas while standing or bending over. Short shorts are not permitted. Tops with spaghetti straps, tube tops, and low cut or see through tops are not permitted.**
- Chains, wallet chains, dog chains, metal spikes are not permitted in school.
- When formal dress is required, a tasteful choice of dress pants, button-down shirt, jacket and tie, skirt/slacks and blouse, or a dress is expected. Athletic footwear is not appropriate when formal dress is required.

SEATED LUNCHES

Seated lunches occur during Mix It Up Mondays where students and staff are assigned to specific tables to encourage conversation between students that typically do not socialize with each other on a daily basis. Staff members facilitate the discussion to help students share personal stories, culture, and tradition.

TECHNOLOGY

Cell phones, tablets, computers, and other technology are not to be used during class (unless approved by the instructor) or in the cafeteria during meal times unless otherwise authorized. Violations may lead to confiscation and other consequences. At no time is technology allowed to be used in the changerooms, school restrooms, cafeteria, and/or the dorm restrooms. Students are NOT to use their cell phones in the classroom. Teachers will ask students to leave their cell phones in a designated location in the classroom for the duration of the class period unless required for a classroom activity.

Students are encouraged to make or receive personal phone calls before or after the school day. However, if necessary, students can take, or receive, emergency phone calls in the cafeteria during non-meal times so as not to disturb classes or students studying in the library or student lounge.

Acceptable Use Policy

North Cedar Academy recognizes that computer and internet access is a necessity. Access to computer networks and the internet carries with it a responsibility to follow school rules. The staff and administration of North Cedar Academy expect students to conduct themselves in a mature and responsible fashion when utilizing these resources. All students wishing to have access to the internet must sign our **Acceptable Use Agreement** prior to accessing the web both in the dorm and academic facilities. All rules, including those pertaining to harassment and dishonesty, are applicable to all technology use. Failure to adhere to this agreement will result in the revocation of computer and internet privileges at North Cedar Academy. Extreme misuses of technology can lead to suspension or expulsion from the school. Internet availability hours may be put in place to ensure that all students are getting proper sleep time and that roommates & RAs are not disturbed by sounds, lights, or gaming noise while trying to sleep.

Internet Availability Times if Needed

| Sunday - Thursday | Friday | Saturday |
|-------------------|---------------|---------------|
| 6AM - 11:00PM | 6AM - 11:30PM | 6AM - 12:00PM |

Cell Phones/Tablets/Laptops

Most families and friends find that phone calls or video chats are the most dependable way to stay in touch with our boarding students. Some families prefer to set a regular time for weekly calls and having a firm grasp of the School's policy for cell phone and other technology device use helps students and parents coordinate times that are in line with the School's expectations. This is a community that places a high premium on face to face personal interaction, which our technology policy reflects. Students are expected to be discreet in their cell phone/tech use and are **not allowed** to use cellphones/tech in

class (unless approved by the instructor), in any bathroom or changing room, during mandatory School functions, or in areas of campus where we want to encourage personal interaction (ie: dining hall, library, offices, student lounge, common rooms, etc.). The same holds true for the use of headphones/earbuds/airpods and portable speakers. Students will receive a warning for their first violation but then should expect confiscation and other consequences for following violations. To ensure that students have focused study time, they are asked not to make or receive phone calls/video chats during study hours or after their designated lights-out time at night or before 6:00AM in the morning. The use of, or the presence of, cell phones on School trips is at the discretion of those supervising the trip.

Email

Students and parents/guardians are to provide the best email address to the school in order to communicate information and send important documents. Students are to check their email at least twice a day for important announcements from faculty, administration, and staff.

STUDENT COUNCIL

The purpose of the Student Council is to unify and afford the student body through elected representatives, an opportunity to make suggestions and recommendations to the administration and faculty of NCA. In addition, Student Government promotes student-faculty cooperation, and assists in implementing various educational activities. Student Council representatives will be nominated and elected at the beginning of each school year. Each representative will be responsible to serve the balance of the school year. Along with this participation comes responsibility. Student Council members are expected to attend all meetings and activities as scheduled. Failure to do so can adversely affect the students represented by the student 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 council. In addition, North Cedar Academy Student Council members are positive role models for other students, and as such are expected to behave accordingly. Truancy and/or inappropriate behavior may result in the student's removal from the council.

EXTRA CURRICULAR ACTIVITIES (ECAs)

Boarding students will select and engage in afterschool activities through North Cedar Academy's ECA program three days a week throughout the school year. The Athletic Department sponsors a robust program of clubs and sports, facilitated and coached by faculty and community members. The ECA season consists of four quarters with new offerings at each quarter. Students will be required to participate in at least one sporting activity and two other activities a week. Day students are not required to participate in ECAs, but are strongly encouraged to do so.

There may be fees and waivers associated with participation in certain activities. Students will be responsible for fulfilling any such obligations prior to participation.

When transportation to school activities is provided, students must use that form of transportation and be on time for departures and returns.

SCHOOL DANCES

Rules

- All potential dances must be scheduled with the Dean of Students prior to setting the date.
- Chaperones must be present. The organization sponsoring the dance is responsible for securing these.
- The dance must be chaperoned by a minimum of two volunteers, one of each gender. 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 Council. A copy of these should be presented to the sponsoring organization advisor and provided to the chaperones at the time of solicitation.
- The price for admission for dances will be determined by the Student Council. Organizations desiring to make an additional charge must apply to the Student Council at least one week prior to the dance.
- Any potentially controversial music or arrangements must be approved by the Dean of Students in advance.
- If a non-NCA student 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 chaperone on the following school day. The Dean of Students will then decide on the consequences, which may include referral to the police, sheriff's department, or additional disciplinary action including removal from school.
- To facilitate an orderly entrance to the cafeteria, a chaperone will stand at the door and check students in line for admission.
- A NCA student may invite two high school-aged guests or NCA alumni to a NCA dance. It is the responsibility of the NCA student to apply for a guest pass with the Dean of Students office 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, EXCEPT FOR ALUMNI, OVER NINETEEN YEARS OF AGE.**

- Dances will normally end at 11:30 P.M. or earlier. On special occasions, the NCA administration may allow the dance to last until 12:00 A.M.
- Ticket sales will end 30 minutes after the beginning of each dance. No one will be admitted afterward (with the exception of NCA students returning from school sponsored activities).
- Anyone leaving the dance will not be allowed to return unless approved by administration.
- The possession or use of alcoholic beverages, drugs, or drug paraphernalia in conjunction with any school activity is strictly prohibited. **Violators of this policy could be referred to the police.** Chaperones are instructed to report any such incident to the sponsoring advisor and the NCA administration for further disciplinary action and applicable citations.
- Smoking or tobacco products are prohibited in NCA buildings or on school grounds at all times.
- Students under disciplinary restrictions will not be allowed to participate or attend any dance.

DRILLS & ALERTS

Student and staff safety is our primary concern on campus. In order to create a safe campus environment, we make our students and staff aware of fire, tornado, and evacuation procedures. Regular monthly drills will be conducted to ensure a smooth procedure if such an incident did occur on campus.

i. Tornado Drill

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

- Everyone should stay indoors or attempt to move indoors if possible.
- If given ample warning, everyone in the academic building must move to the basement hallway and hunch on their knees with their heads tucked and facing the wall, and remain quiet on the floor and await instructions. No phone calls are allowed.
- Other safe areas include lower level rooms that are away from any outside windows. These include the weight room & dance rooms on the lower level; the basement locker rooms; all bathrooms; the music practice rooms, and interior rooms in the administration section of the building (sick rooms, library room).
- teachers should take their flashlights and class lists with them

During the tornado drill or alert, students should:

- sit on their knees on the floor with their heads tucked and facing the wall.
- sit close together facing away from any windows/glass area.

- remain in the safe location until the 'all clear' is signaled by the administrator or fire department personnel

ii. Fire Drills

- Students should expect several fire drills during the year, weather and circumstances permitting.
- 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 the fire drill 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, especially gas taps, which might create a safety hazard during the alert or drill.
- Students are not to stop at their lockers or any other location.
- When the alert or drill is over, there will be an all-clear notice delivered by a staff person.

iii. 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:

- Gives a false alarm to any public officer or employee whether by means of a fire alarm system or otherwise; or
- Interferes with the proper functioning of a fire alarm system; or
- Interferes with the lawful efforts of firemen to extinguish a fire; or
- 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.

Campus Evacuation Drill

Students will be instructed by administration and guided by staff as to the proper procedures to evacuate the campus if needed. Students will be taken to a safe location in the event the campus is unsafe. Students will be required to remain at the outside location until the campus is safe to return to or other accommodations are

DAY STUDENT EXPECTATIONS

NCA students residing off-campus are equally a part of the NCA community as the students enrolled in our boarding program. We encourage all students to be involved in the activities offered both on and off campus. There are also activities that are required of both our boarding students and our day students to create a cohesive environment and to expose all students to new ideas and experiences during their high school years. Included below are the requirements for our day students.

Procedure to be Involved:

All day students are required to:

- participate in the after-school extra-curricular activities program (ECAs) at least three days a week. (students enrolled in the Early Pathways Program may be exempt if return times do not allow).
- attend all NCA theater and musical performances both after school and on weekends.
- participate in, and attend, all cultural events and celebrations organized by NCA
- participate in at least two on-campus weekend activities per month
- sign up for off-campus activities as space allows.
- attend at least four scheduled dinners per month on campus.
- participate in student vs staff sports' competitions as a player or spectator
- participate in mandatory academic activities that may occur after hours or on weekends (Academic Field Trips, Testing, etc.)

COMMUNICATION

For every member of the NCA community, there is no more important word than communication. Good communication is timely, comfortable, and honest. Parent-to-School, parent-to-student, student-to-student, student-to-School, and faculty/staff-to-faculty/staff communication is essential to the partnership that parents and the School have formed to educate NCA students. We believe that the most

important form of communication, however, starts at home. Over the course of a school year, good parent-student communication requires effort and cooperation. Developing a family plan for maintaining contact throughout the year is the first step in the process of communication.

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:

- Students experiencing unresolved conflicts with other students need to take their concerns to their Resident Assistant or other trusted staff member.
- Students who have concerns or a conflict with a staff member should first try to work these out with the individual unless the student feels uncomfortable and should then seek out a school administrator for assistance. Students may seek assistance from their advisor in arranging a meeting with any staff member.
- Any time a student has a concern about the physical or mental health, safety, or well-being of another student should bring the matter to the attention of a Resident Assistant or other trusted staff member 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 Executive Director. Any harassment complaints, as well as questions concerning the Complaint Resolution Procedures, should be directed to the Executive Director or Dean of Students.

APPEALS PROCESS

School rules are to be followed as they are printed in the handbook. However, the administration has the right to update the information within the Student Handbook throughout the academic year as needed. 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 Executive Director. The Executive Director will review the situation and will notify the student of his decision.

FINANCES

Student Accounts

Students are expected to have a student account at the beginning of the school year from which they are allowed to withdraw money each week during the school year for daily expenses (snacks, entertainment, personal products).

A **Student Account Withdrawal Form** must be completed and submitted by Tuesday at 3:00pm for funds to be given out on Friday afternoon. Students have a \$50 limit each week unless an email is received by the business manager from the parent by Wednesday allowing the student to withdraw more than \$50.

If the account balance drops below the required limit then students will not be allowed to withdraw more funds until the parent transfers more funds into the account. For many students, a School student account is their first encounter with a charge account of any type. This is an area in which parent-student communication is critical. Typical spending includes purchases from Walmart (school supplies, snacks, personal products etc), for extracurricular activity costs (meals out, paintball, movies, mall trips, concerts, sports games), for transportation or SAT/ACT test fees.

Students who are 18 years of age or older may open their own bank account at a local bank using their passport and school ID card. They may then receive a debit card to use for in-store and online purchases. It is strongly recommended that all students have a debit card to use while in the United States. Students should be aware of the importance of keeping their debit card in a safe place and what to do in case of loss or theft.

TRANSPORTATION

Vehicle Regulations

All school rules and regulations apply to school transportation. All drivers and chaperones are authorized to assign seats at their discretion. Students can, and will be disciplined for 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/vans, the following rules apply to ANY TRIP UNDER SCHOOL SPONSORSHIP:

- Observe the same rules of conduct as is in the classroom.
- Be courteous and cooperative with the driver.
- Profanity is prohibited.
- Do not eat or drink in the vehicle.
(Unless authorized by the driver and/or chaperone)
- Keep the vehicle clean
- Keep head, hands, and feet inside the vehicle
- Stay in your seat.

Private Vehicles

Authorization to use private vehicles to transport students must be granted by the Executive Director or his/her designee prior to each trip. NCA rules discourage student

travel to any school sponsored activity in private vehicles not contracted by the school. Students will require parental/guardian permission to ride with another student, parent, NCA Staff, or community members.

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.

COMMUNITY STANDARDS

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, administration has the prerogative of taking whatever disciplinary action they deem necessary at the time.

ACADEMIC DISHONESTY - CHEATING & PLAGIARISM

NCA considers any form of intellectual and academic dishonesty a serious breach of community standards. Academic dishonesty includes, but is not limited to, plagiarism; violations of stated policies for exams, assessments, and homework assignments; unauthorized use of technology, including computers, smartphones, and any device that can aid a student in retrieving information on exams, assessments, or homework; presenting work completed by another student for credit or a grade; resubmitting a previously graded assignment for credit in another class; and intentionally participating in or helping another commit academic dishonesty. Cheating and plagiarism are forms of theft – the theft of another's ideas or exact words. While students are often encouraged to discuss ideas with other students prior to writing a paper or completing an assignment, such discussions may not include exact wording of ideas or textual references. In short, all students are responsible for the material they submit under their name. Students can avoid committing plagiarism by indicating when an assignment has been completed in collaboration with other students; citing all sources used in writing; and avoiding the use of ideas, phrases, or passages from a written or internet source without giving accurate and appropriate credit. Students who are aware that they are borrowing another's thought (e.g. a critic's conclusion about a book), should acknowledge the source, even if the exact words have not been used. Moreover, students working with a tutor or a peer should know that if their work has been improved beyond their recognized capabilities, they are in violation of the Honor Code. Additionally, the School considers students who supply material to others just as guilty

of academic dishonesty as those who submit the work as their own. Students should always speak directly to their teacher if they have any doubts about what is academically appropriate.

Plagiarism is commonly defined as the use of another person's thoughts and ideas – whether taken from a paper, speech, article, film, music, image, or online source – whether intentionally or accidentally, in whole or in part, and presenting it as your own work. Whether a source is copyrighted or not, printed or recorded, or a paper prepared by another student, if it is used without citing and recognizing the source, plagiarism has been committed. Simply put, plagiarism is the act of using another person's words or ideas without giving credit to that person.

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. Faculty, students, and parents are responsible for maintaining an environment where intellectual inquiry, integrity, and honesty are held in the highest esteem. The work that students create must be their own. Acts of academic dishonesty are serious offenses and may result in disciplinary action.

Forms of academic dishonesty include but are not limited to:

- Copying another student's work.
- Providing answers to another student on tests, quizzes or homework assignments.
- Using aids on a test or exam without teacher permission. (notes/ textbook/ computer/calculator etc...)
- Working collaboratively on projects where cooperative learning is not part of an assignment.
- Copying essays, graphics, or information from online or print sources without citation.
- Failure to give a complete and properly formatted list of works cited and/or referenced for written or oral reports.
- Failure to document material derived from the list of work cited and/or referenced with parenthetical citations and/or quotation marks as appropriate. The School prefers the practices for citation and documentation endorsed by the Modern Language Association in its MLA Handbook.
- Plagiarism, or the intentional misrepresentation of others' research, work, ideas or creative products as one's own.
- Submitting work previously done in another class without teacher permission
- **A student who knowingly gives his/her own work to another student is as guilty of academic dishonesty as is the student who accepts it.**

All instances of academic dishonesty will be reviewed by administration and documented in accordance with the listed Plagiarism and Academic Dishonesty protocol. This information could be transferred with all other student files to other schools when a student requests a transfer of records and information release.

Academic Dishonesty - Plagiarism Consequences

First Offense

- grade of 0 points on the test or assignment
- opportunity to resubmit for half credit
- 1st phone call/email to parents/agent

Second Offense

- A grade of 0 points on the test or assignment
- Meeting with Dean of Students & Academic Dean
- 2nd phone call/email to parents/agents + phone call
- A grade of 0 pts on assignment & no opportunity to resubmit

Third Offense

- Documentation in the student's permanent record
- 3rd phone call /email to parents/agent
- A grade of 0 pts on assignment & no opportunity to resubmit
- Consequence assigned by administration

Academic Dishonesty - Cheating Consequences

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's advisor will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- An "Academic Dishonesty 1st Offense Warning" will be documented in their file.
- Additional consequences may be considered – e.g., loss of student leadership positions.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's advisor will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- An "Academic Dishonesty 2nd Offense" will be documented in their file
- If the second offense occurs in the same course as the first offense, additional consequences in that course may be imposed.
- The student may be ineligible for awards.
- Additional consequences may be considered – e.g., loss of privilege to participate in school activities, loss of student leadership positions.

Third & Subsequent Offenses:

- The student will be notified of the violation.

- The parents/guardians will be notified of the violation.
- The student's advisor will be notified of the violation.
- The student will receive a zero on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the quarter will be lowered by one full letter grade.
- If the third offense occurs in the same course as **both** of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility.
- An "Academic Dishonesty 3rd Offense" will be documented in their file
- Additional consequences may be considered – e.g., loss of privilege to participate in school activities, loss of student leadership positions.
- The student will be ineligible for awards.
- The student will lose any student leadership positions held.

All offenses are cumulative across subject matters/courses and throughout the school year. NCA recognizes that there are different forms and degrees of Academic Dishonesty – e.g., a student who submits as their own a paper one that has been copied and pasted verbatim in its entirety from an online source vs. a student who copied and/or paraphrased two sentences from an online source without proper quotation or citation. Consequently, each alleged offense will be determined on its own merits and facts and on an individual case by case basis, fully respecting the professionalism and discretion of the teacher(s) and administrator(s) involved.

In order to prevent misunderstandings, at the beginning of each course, each teacher will clarify what constitutes an act of Academic Dishonesty in their class. This should include an explanation of:

- The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework or any other work.
- The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.
- Guidelines on what constitutes Test Dishonesty.
- Guidelines for what constitutes Plagiarism, including requirements or citing sources.

Academic Dishonesty Process

Findings of Academic Dishonesty are taken seriously at NCA and are not made lightly. They will be made with all due process protections on a case by case basis with full consideration of all relevant facts and circumstances.

If a student disputes a teacher's finding of academic dishonesty, the following process applies:

- The student, with a parent/guardian or advisor, if so desired, shall meet with the

teacher and the academic dean to discuss.

- If the student wishes to appeal the decision reached as a result of this meeting, the student must submit the appeal in writing to the Executive Director.

Academic Dishonesty Information and Resources:

Plagiarism FAQ's

How do I know that I have plagiarized?

- If there is an idea, two sentences, or item in your paper or project that you didn't create and have not cited (given another source credit for), you have plagiarized. When your name is on a paper you turn in, you are stating that anything in that paper that you have not cited, is your idea/intellectual property. Failing to alert the reader to what is not your idea is lying.

Does this happen accidentally?

- Sometimes. However, accidental plagiarism is still plagiarism.

How does it happen accidentally?

- When you cite information incorrectly, or forget to cite it at all, it is plagiarism.

But what's the big deal?

- The big deal is: Plagiarism is cheating. When you plagiarize, another person's work is being evaluated in your name. It is unfair to other students who have worked hard on their projects and presented their own ideas. It is theft of intellectual property, which is the same as downloading a movie or stealing an iPod. It is, in fact, illegal in the state of Massachusetts.

Ok. How do I avoid plagiarism?

- Give yourself plenty of time to work on your project. You need time to ask questions, clarify assignment requirements, do the research, rewrite, and understand the material with which you are working.
- Take thorough notes. Be careful with your analysis. Make sure you note which information you are getting from what source. The era of "copy and paste" makes it easy to take the information that you want to use in your paper or project, but it also makes it easy to forget from where it came. **WRITE THE SOURCE DOWN!** (Tip from the pros: When you find information you want to use, paraphrase it --even if you want to use it in a quotation -- and cite the source, even if paraphrased. Paraphrasing the idea forces you to summarize and interpret the idea in your own words. If you have trouble paraphrasing the author's argument, you don't understand it. Period. Stop and ask for help. Don't cut and paste it to read over later in the hopes that two weeks from now, when you're putting together the project, it will magically make sense to you.

- Cite your sources, correctly. Anytime you use someone else's work (whether a direct quote, something you have paraphrased, a graph, facts, images, etc.) indicate this with a citation. Citations tell us what is your work and what belongs to someone else.

Do I have to cite EVERYTHING?

- No. There are two types of things you do NOT need to cite.
 1. Your ideas, your thoughts, your graphs, your images, your films, your analysis, your summaries, your interpretations, are all yours to use as you please.
 2. You do not need to cite information that is considered common knowledge.

What is common knowledge? There are two kinds of common knowledge.

1. **Common Facts/Knowledge:** the fact is mentioned in five reliable reference sources and is well known in your culture. Examples: George Washington was the first U.S. President/There are 50 states in the United States of America/Santiago is the capital of Chile/Bears hibernate in winter.
 2. **Folklore and urban legend.** Examples: Rip Van Winkle or Paul Bunyan / cow tipping (pushing cows over while they sleep standing up)
- Still not sure if it's "common knowledge?" CITE IT!
 - WARNING!! Some believe that anything that appears on the internet is "common knowledge." This is FALSE! You need to cite any information you find based on the guidelines here.

What DO I cite?

Someone else's written, spoken, or documented work. Anything you have paraphrased or quoted. Any information that is NOT common knowledge When in doubt, CITE IT! Better safe than sorry.

Proper Citation Online Tutorial: Rutgers University, University Libraries. "The Cite is Right" Online Tutorial and Quiz with a Game Show Format:

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

**The foregoing rules regarding Academic Dishonesty were adapted from the George Mason University Honor Code, as well as the Student Handbooks at Brookline High School, Lexington High School, Wellesley High School, and Falmouth High School.

Parent Contact/Conference

Depending on the violation, a student's parent/guardian or agent may be contacted to inform them of the problem and elicit support for correcting unacceptable behavior. In addition, the Executive Director, Academic Dean, Dean of Students, 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.

COMMUNITY STANDARDS

DISCIPLINE AND EXPECTATIONS

All school staff, including teachers, administrators, aides, resident assistants, cooks, custodians, and secretaries oversee 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 the 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 of Students and the Executive Director.

Teachers, at their discretion, can allow the student to be in the halls with a school sanctioned pass. 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 a pass signed. Students are never to be in the hall without a pass except during passing time. Any student sent out of a classroom is to report directly to the Student Services Office. Failure to do so will result in additional consequences. Students are never allowed to enter the cafeteria for food or drinks outside of meal times. Water is available in the hallway water coolers and snacks are in the student lounge.

GROUNDS FOR DISCIPLINARY ACTION

It is against school rules for students to possess cigarettes or tobacco products on campus, or during any school-sponsored activity. The purchase, use, consumption, possession and/or distribution of smoking, chewing, or other tobacco products (including e-cigarettes/vaping/juuling) are strictly prohibited. Those who violate this rule must surrender those items to the proper school authorities. E-cigarettes or e-vapes are also prohibited on the campus. A disciplinary hearing will be called with the possibility of expulsion.

- The purchase, use, consumption, possession and/or distribution of smoking, chewing, or other tobacco products (including

e-cigarettes/vaping/juuling) is strictly prohibited in Wisconsin to anyone under the age of 18.

- It is illegal to possess, use, distribute, and/or sell alcoholic beverages and/or drugs on school property or premises 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 a legal citation or referral and expulsion from North Cedar Academy. Legal drinking age in the United States is 21. Students may be subject to a breath test in accordance with state statute 118.45.
- 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 expulsion from NCA.
- Students are to be courteous in their relations with parents, teachers, other adults, fellow students, and all visitors. Insubordination will not be tolerated.
- 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.
- Acts of vandalism will result in disciplinary action and compensation for damages will be charged to the vandal.
- 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. A disciplinary hearing will be held if any student is found in possession of a weapon with the possibility of expulsion.
- 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.

- Students must refrain from overt displays of affection in school, in the dorm, in vehicles, on school grounds, and at school related activities.
- Associations or organizations which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school premises and school vehicles, or behaviors which disrupt the North Cedar Academy environment and are harmful to the educational process will not be tolerated.
- Use or possession of personal technology devices are not allowed during school hours unless specifically authorized by a teacher or administration.
- Disorderly conduct and other conduct which is offensive, boisterous, or loud, and/or which tends to arouse, alarm, anger, or disturb others will not be tolerated.
- 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 Student Services Office or the head resident's office in the dorm as soon as possible.
- Misconduct in the cafeteria during meals may result in loss of privileges and/or open seating. Intentionally throwing, or spilling food or drink, will result in disciplinary action including suspension. This includes acts of contamination of food and other consumables.
- Any person making a threat against the school or persons, regardless of intent, will be prosecuted to the fullest extent of the law and dismissed from North Cedar Academy.
- It is illegal to possess and/or use controlled and uncontrolled substances of any kind, without written authorization from NCA's administration and/or a medical physician. This includes, but is not limited to, 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. Law enforcement may be alerted. A disciplinary hearing will be called and expulsion may result.

All school rules apply to all school related activities and events. The Executive Director, principal/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, the University of Wisconsin Eau Claire - Barron County, or participating in off-campus activities.**

Detention

Students serving detention must report to the designated area at the assigned time. Detention has priority over all other school activities or events. Students are expected to bring materials for study and will not be allowed access to their personal technology, unless previously approved. 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 administration, failure to serve a detention will result in further disciplinary action.

Seniors with detention obligations at the time of graduation will not be able to take part in the commencement exercise. 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 or compete in co- and extra-curricular activities 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 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 or compete in any co- or extra-curricular activities 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 Executive Director 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 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 may 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(s) 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:

- instruct the student to report directly to the Student Services office who will notify the Dean of Students. In such a case, the instructor should call the office to report the infraction and that the student was sent to the office.
- 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, he/she will complete a student statement detailing the incident. The Dean of Students will address the incident after receiving all statements and reports. If an administrator is not immediately available; the student will wait where assigned by the office personnel.

The Incident Report must be submitted by the teacher to the Dean of Students before the end of the school day in which the removal occurred.

The report 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 administrator assigned to the student or designee shall send a Parent Copy of the completed Incident Report to the parent/guardian and agent within two business days of the removal.

Prior to the student being re-admitted to class, the teacher must hold a follow-up conference with the student, the Dean of Students, and the Academic Dean 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 proactive step to attempt 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 any class.

As soon as possible on the same day of the 2nd removal, the teacher must submit a completed Incident Form to the Dean of Students. The report 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 assigned administrator or designee shall send a Parent Copy of the completed report 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 shall be written by the Dean of Students with input from the classroom teacher and the Academic Dean. The Behavior Contract must be approved by the Executive Director. This contract must be signed by the student prior to the student being readmitted 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 possible, the teacher must submit a completed Incident 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 Executive Director who will review the previous removals and behavior contract(s). The Executive Director will then notify the parent(s)/guardian(s) and agent regarding any subsequent disciplinary action including dismissal from North Cedar Academy and Loss of Status in SEVIS/loss of the student's Educational Visa.

North Cedar Academy administration 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.