



# NORTHLAND

SCHOLARS ACADEMY

## 2022 - 2023

# Student Handbook

Northland Scholars Academy  
W10085 Pike Plains Rd  
Dunbar, WI 54119

Welcome to Northland Scholars Academy!

We hope that each student will have an exciting and rewarding educational, cultural and social experience while on our campus. We have the unique opportunity to enjoy a natural, secluded and structured environment in which to introduce our students to thought-provoking philosophies and activities in order to assist them on their educational journey towards becoming independent learners and leaders.

The curriculum at Northland Scholars Academy seeks to provide a course of study which is characterized by academic rigor that addresses every area of student development. We strive to provide educational experiences that develop the intellectual, emotional, social, physical, creative and spiritual elements in our student's lives.

At Northland Scholars Academy we are dedicated to creating a supportive learning environment that promotes student achievement and accelerates academic progress. We endeavor to produce academically advanced students who are prepared to pursue any field of study that they choose for the next stage of their academic journey.

We hope that our student's time here helps them to progress towards realizing their full potential in every area of life as they prepare to take their place as caring, spiritual, responsible, capable members of our global society.

Mr. Brondyke, Mr. Franklin, Mrs. Myers and Mr. Rukes  
The Academic Team

## Academic Staff

Name	Role	Email Address
Mr. Steven Brondyke	Interim Head of School	SBrondyke@northlandscholars.org
Ms. Kim Myers	Executive Assistant/Office Guru	KMyers@northlandscholars.org
Mr. DJ Franklin	Assistant Head of School Math Teacher	DFranklin@northlandscholars.org
Mr. Steven Rukes	Assistant Head of School, History Teacher	SRukes@northlandscholars.org
Mrs. Chelsie Ruiz	English and Computer Teacher	CRuiz@northlandscholars.org
Mr. Danilo Ruiz	Gym Teacher	DRuiz@northlandscholars.org
Mrs. Cindy Knepper	Home Economics Teacher	CKnepper@northlandscholars.org
Ms. Stephanie Cisewski	Science Teacher	SCisewski@northlandscholars.org
Mrs. Lisa Martukhovich	Language Teacher	LMartukhovich@northlandscholars.org
Ms. Deborah Ruiz	Assistant Gym Teacher	Debruiz@northlandscholars.org

## **General Information**

### **Accident Reports**

An accident report must be filed in the office of the Head of School and a copy will be submitted to the school nurse. Parents or guardians will be contacted and informed of the injury. If medical follow up is needed, or if the student needs to return home, the student's transportation arrangements will be discussed with the parent/guardian. School/residential staff will remain with the student until the parent or other care arrives. If a parent cannot be reached, the emergency card instructions included in the authorization packet will be followed.

### **Appeals Process**

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

### **Behavior Guidelines**

Mutual respect is the basis for all behavior guidelines at NSA. 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 that a student commits a serious offense, the administrative team has the authority to take any disciplinary action deemed necessary and appropriate at the time to provide for the safety of students.

### **Bullying**

NSA seeks to provide all students with a safe and inclusive learning environment. Bullying will not be tolerated. Bullying or intimidation can occur through communications made in writing or electronically including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games or chat rooms, social media. Bullying is defined as any physical or verbal act or conduct directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the items on the following list.

- Placing a student in reasonable fear of harm to that student's person or property. · Causing a student to experience a substantially detrimental effect on his/her physical or mental health.
- Causing a student to experience substantial interference with his/her academic performance.
- Causing a student to experience substantial interference with his/her ability to participate or benefit from the services, activities, or privileges provided by the school.

Examples of bullying may include, but are not limited to:

Social exclusion, threats and intimidation, stalking, direct physical contact (such as hitting, shoving, and attempting to make physical contact or inflict physical injury), theft, public humiliation, destruction of property, verbal or written insults, teasing,

(Bullying, Continued)

name calling, and creating a false profile on a social networking site. Students are encouraged to report any incidents of bullying.

**Campus Boundaries**

Dorm staff will inform students as to the boundary guidelines. There are areas of the campus that are off-limits to the students for safety reasons. During the school day, students must be in the school buildings unless prior permission has been granted.

**Citation or Referral**

For the most severe violation of the Student Code of Conduct, a student may be subject to citation from a law enforcement agency or a referral to the municipal/county attorney and/or county social services.

**Code of Conduct**

Violations of NSA policies as well as the following behavior listed below, which is a non exhaustive list may result in student discipline, including and up to suspension and/or expulsion

**1. It is illegal in the state of Wisconsin for students to possess cigarettes or tobacco products on campus or at any school sponsored/related activity.** The use, consumption, possession and/or selling of smoking, chewing, or other tobacco products is strictly prohibited. Those who violate this rule must surrender those items to school authorities. Violation of the tobacco rule will result in suspension from school and a citation by the local law enforcement agency.

**2. It is illegal to possess, use, distribute, and/or sell alcoholic beverages and/or drugs of any kind on or off Northland Campus at any time.** This includes the possession of drug paraphernalia. Those who are caught with any drugs, alcohol, and/or drug paraphernalia will be subject to disciplinary action, including citation or referral and dismissal from Northland Scholars Academy. Students may be subject to a breath test in accordance with state statute 118.45.

**3. The use of foul or profane language is strictly prohibited.** The use of offensive language, name calling, gestures, or inappropriate voice volume will not be tolerated. These behaviors may result in a citation for disorderly conduct. Harassment will result in serious consequences for the perpetrators up to and including dismissal from NSA.

**4. Students are to be courteous in their relations with parents, teachers, other adults, fellow students, and all visitors.** Insubordination or defiance either by word or action will not be tolerated and will result in disciplinary action

**5. Fighting or physical assault of any kind will not be tolerated.** Physical and verbal assault, threats/intimidation, or any type of harassment will not be tolerated in any form.

(Code of Conduct, Continued)

Those involved in such behavior will be dealt with severely, including suspension and/or expulsion. Violators will be referred to the appropriate authorities for citations, fines, or incarceration.

**6. Acts of vandalism will result in disciplinary action and compensation for damages will be charged to the vandal.**

**7. Students are not permitted to possess weapons\* or items which could be harmful to other persons, at any time in school, on campus, or at any school sponsored/related activity.** This includes laser type pointers.

**8. There are NO public displays of affections allowed.** Students must refrain from overt displays of affection in school, in any campus facility including residential halls, on campus, or at any school sponsored/related activity. Exhibiting displays of affection will result in disciplinary action, including detentions, campusing, and probation.

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

10. Use or possession of beepers or electronic paging devices are not allowed in school. **Cell phones are limited in use as outlined in the section on phone use.** Headphones, CD/DVD players, MP3, I-Pods, or electronic games are not allowed during school hours unless specifically authorized by a teacher or the NSA administration. (WI. Statute 118.258)

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

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

**13. Misconduct in the dining hall during meal times may result in loss of open seating.** Intentionally throwing, or spilling food or drink may result in disciplinary action including suspension and a possible citation for disorderly conduct. This includes any acts of contamination of food and other consumables.

**14. Any person making a bomb threat or assisting in the making of a bomb threat will be prosecuted to the fullest extent of the law and dismissed from NSA.**

**15. It is illegal to possess, and use controlled and uncontrolled substances of any kind, without written authorization from NSA administration and/or a medical physician.**

(Code of Conduct, Continued)

This includes any mood altering substance, chemical, or inhalant. Under no circumstances is it permissible to distribute and/or sell controlled and uncontrolled substances of any kind; including pain medication.

All school rules apply to all school related activities and events. 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. All rules for Northland Scholars Academy students are equally applied and enforced whether the student is on the school campus, attending school sponsored activities, or on the campus of any post-secondary partner.

**Communicable Diseases and Blood Borne Pathogens**

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

**Computer/Internet Access**

NSA expects students to conduct themselves in a mature and responsible fashion when utilizing computers and the Internet. All students wishing to have access to the Internet must sign the "Acceptable Use Agreement" prior to accessing the web either in the residential halls or campus facilities. Failure to adhere to this agreement will result in the revocation of computer and Internet privileges at NSA. Students must also register all devices with the Head of IT in order to access the internet.

**Directory Data**

Any change of residence and/or telephone number must be reported to the office the first day that the student returns to school following the change. It is the responsibility of parents/guardians to notify the school if they wish to restrict any of their student's directory data.

**Dining Hall**

Students are only allowed in the dining hall during scheduled meal or activity times and may not remain in the classroom building during lunch. **At lunch, students are to remain in the dining hall until dismissed.** The following rules are necessary to facilitate an orderly climate for everyone

- Be courteous to the cooks, servers, and other students.
- Keep noise to a minimum.
- Sit in designated areas.
- Maintain a clean eating area

### **Dignity**

Every student has the right and expectation to be treated with respect, dignity, and fairness at NSA. No student should ever be called names, touched in any way that is offensive, or be the victim of physically aggressive behavior by either an adult or student.

### **Electronic Surveillance & Video Monitoring**

NSA approves the use of electronic and video surveillance inside and outside of the school and campus buildings for the primary purpose of personnel, building, and grounds security and safety.

### **Family Education Rights and Privacy Act**

Each year NSA is required to give notice of the various rights accorded to the parent, guardian or guardian ad litem of students pursuant to the Family Rights and Privacy Act (FERPA) and Section 118.125 of the Wisconsin Statutes. Northland Scholars 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.

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

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

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

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

**A. Right to Inspect:** Parents and guardians have the right to review and inspect pupil records maintained by NSA.



(FERPA, Continued)

**B. Right to Prevent Disclosures:** Parents and guardians have the right to prevent disclosure of pupil records to third parties with certain limited exceptions. It is the procedure of NSA 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 parents and guardians have not refused to permit disclosure; or under provision of FERPA or Section 118.125, Wisconsin Statutes, which allows disclosure without prior written consent.

**C. Right to Request Amendment:** Parents and guardians have the right to request NSA to amend any educational information/records that they believe to be inaccurate, misleading, or a violation of privacy or rights. The Head of School will determine whether or not to amend the information within forty-five days after the receipt of the request. If NSA decides to refuse to amend the information, it will inform the parent of the refusal and advise the parent of the right to a hearing.

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

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

**F. Right to Obtain Student Record Protocols:** Parents and guardians 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 Administration, Northland Scholars Academy  
W10085 Pike Plains Rd, Dunbar, WI 54119.

**Fees and Fines**

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

### **Grade Placement**

Upon receipt and review of student documents, the administrative team may require that a placement exam be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of: achievement tests, diagnostic tests, or criterion referenced tests. A parent or legal guardian or an adult student may appeal a student grade placement in writing to the head of school. The head of school, or designated representative, will review the placement. The decision or placement will be made by the head of school, or designated representative will be considered as final by all parties.

### **Graduation Requirements**

All students must complete the graduation requirements as established by NSA to become eligible for the NSA High School Diploma. Students must obtain approval from the head of school prior to enrolling in courses not offered by NSA. Students will not be permitted to participate in commencement exercises until all requirements and obligations are completed. 8

These obligations may include fees, fines, classroom materials, and detention time owed. A university 3 credit semester course is equivalent to earning one high school credit.

### **NSA Diploma Requirements**

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

- Four English credits
- Three social studies/history credits
- Three mathematics credits
- Three science credits
- Two physical education credits
- 9 elective credits – Grades 9-12
- A minimum of five hours of community service per year is required.

### **Harassment**

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

### **Illness - In School**

If a student reports to the Administration office for illness, a school secretary will inquire as to the nature of the illness. Students who wish to lie down in the nurse's office will be allowed to do so for one half hour. NSA supplied medical care through a licensed nurse. In the event that further medical care is needed the student will be transported to the local health care facility by the nurse, head resident or by a resident assistant. Students are not to leave school without checking out through the Administration office.

### **Illness - In the Dorm**

Students must report to the dorm staff before 8:00am if they are ill. The dorm staff will evaluate and determine if the student should be admitted to the dorm sick room. Once checked in to the dorm sick room, students will remain there until 7:00am the following day. While in the school sick room, students will not be permitted to participate in after school activities. Students are allowed to bring homework but electronic devices are not permitted in the dorm sick room. Students are not allowed to have visitors while in the sick room.

### **Immunizations**

All students enrolling into NSA must have an updated immunization record on file as required by state law. Northland Scholars Academy will work and coordinate with the Marinette County Health Department for additional services as needed. Health records will be maintained for all students.

### **Insurance Information**

Our school provides accident coverage for all students. This is secondary coverage only. All NSA students are required to have health insurance prior to arriving on campus. In case of an accident, an Accident Report Form must be filled out as soon as possible. Accidents must be reported to the office of the Administration office or nurse within twenty days if a claim is to be filed. All applicable forms may be picked up in the administration office.

### **Law Enforcement and Social Service Agencies**

Whenever assistance from law enforcement agencies is required or a representative of such an agency requests permission to interview, interrogate, search, or apprehend a student, they may do so without parent/guardian consent.

However, when a student is taken into custody, parent contact will be attempted either by the outside agency or the school. NSA administration will document attempts to reach the parent/guardian. Assistance from any law enforcement agency may include the use of drug dogs and their handlers at any time the administration requests such assistance. No prior notification or additional information will be made public.

### **Lost and Found**

The office of the residential hall director will maintain a lost and found area. Students are responsible to check this office for their missing items. All missing valuables should be reported to the residence hall director.

### **Medication**

Parents/guardian(s) must notify the school nurse whenever a student is required to take medication. No student may possess prescription or non-prescription medication/drugs, unless a medical form has been filed with the school nurse for carrying specific items, such as inhalers and epi-pens. Medication forms are available in student services or the nurse's office. Students are not allowed to share or distribute any medication with any other persons. Violations may result in suspension and/or expulsion from NSA. It is not NSA's responsibility to provide medication. All medications provided by parents will be stored by NSA and are available as needed to the students. All prescription medication must be presented in the original container

### (Medication, Continued)

with the correct instructions on the label, intact and legible in English or with translation attached. It is the responsibility of the student to request daily medication in enough time to take medication and arrive in class on time. Parents/guardians are responsible to get prescriptions refilled. NSA will inform responsible parties when a refill is needed. If a student consistently refuses or misses taking medication, parents will be notified.

### **Messages**

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

### **No School/Snow Days**

Inclement weather is the most frequent cause for school postponement. Announcements will be made through the residential hall director as early as possible. In extreme cases, missed school days will be made up at a later date.

### **Parent Contact/Conference**

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

### **Probation – Academic/Behavioral**

Students may be placed on probation due to academic or behavioral issues. Parents/Guardians and agents will be notified.

### **Phone Use**

Cell phones are to be kept off during class time unless authorized by the classroom teacher or the administration. Violations may lead to phone confiscation and/or student suspension. All phone calls must be made in the administration office with permission from the classroom teacher. At no time are cell phones to be used in the locker rooms, restrooms, or the residential hall shower rooms. Students are not to use the telephones in campus facilities without first receiving staff permission. These are for staff and emergency use only.

### **Records**

Students transferring to NSA shall provide the school with identifying information (name, date of birth, chronological age, address); summary of development background; record of immunization and illness; academic achievement; subjects completed; credits earned; and if applicable, the results of standardized testing, including English language. Students shall be placed in the appropriate grade level and/or courses as indicated by the records provided to NSA. Students who have been in attendance in a Home-Based Private Educational Program for a period of ninety calendar days or more shall furnish the head of school, or designated

(Records, Continued)

representative, with the following documentation of the Home-Based Private Educational Program:

- A copy of Home-Based Private Educational form: Wisconsin EPI Form PI-1206 (Rev. 1-86).
- A copy of the school calendar that verifies that each school term of Home Education instruction consisted of a minimum of 875 hours (W.S. s. 118.165(1)).
- Records of student performance for each course taken.

A permanent cumulative record is kept for each student who has attended Northland Scholars Academy. This record reflects student academic progress throughout school. Recommendations for present and former students are partially based on information found in the cumulative record.

**Safety Drills**

The administration will conduct regular shelter-in-place, fire and tornado drills in accordance with state regulations. 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;
- Interferes with the proper functioning of a fire alarm system;

(Safety drills, Continued)

- 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.

**Transportation**

NSA is a closed campus. No student is to leave any school buildings or residence halls for any reason (including health related problems) without receiving prior permission from a staff member. Students may be transported to school sponsored activities using NSA vehicles, driven by authorized NSA staff, or NSA contracted transportation vendors. All school rules and regulations apply when students are being transported. School staff will supervise vehicle clean-up and student behavior.

### **Transcripts**

Students, parents or educational institutions may request transcripts by sending an email to the school office. Once the email is sent, it may take 1-3 business days for transcripts to be sent. Requests at the end of the semester or year may take 3-5 days. Students/parents may request one unofficial copy of their transcripts during the school year and one official copy to be mailed to the requesting educational institution for no charge. Additional copies for students/parents or educational institutes will cost \$5 per request. Official transcripts will only be released to educational facilities and sent by mail in the US. International requests for official transcripts must be done through a convalidation service.

### **Wellness**

Wellness is taught, promoted, and modeled in the activities and practices supported by NSA. 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. NSA 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.

### **Withdrawal**

When a student requests a withdrawal from school, that student must report to the Administrative Office. A conference involving the student and the administrative team will be scheduled to review the request. Permission from the student's parent/guardian is required. All school materials, charges, and fines must be resolved prior to the validation of the withdrawal.

# **Academic Information**

## **Absences**

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

Students planning to be absent for all or any portion of a school day must first obtain permission from the administrative team. Any absence from class or school, which is not pre approved will be considered unexcused unless additional information is provided to explain the absence. Students will receive 2 hour-long detentions for each unexcused class period absence. Eight hours of detention or an in-house suspension will be given for a full day of unexcused absences.

## **Behavior Expectations**

Students are expected to obey posted classroom rules and to conduct themselves in a manner that provides for a positive atmosphere for both teaching and learning. Each teacher will develop specific guidelines for classroom procedures and behaviors. Major classroom disruptions such as verbal abuse and fighting will be referred to the Administrative office as well as any legal issues. Students are never to be out of the classroom without permission.

## **Cheating**

Students are expected to conduct themselves with integrity and in an honest manner. Cheating in any manner does not meet these expectations. Teachers have the discretion of determining how cheating will be handled in their classrooms. Students are expected to do their own work. Copying information from the internet and submitting it as your own is an example of cheating as well as copying another student's work. This applies to homework and classwork unless the teacher has specified that collective work is acceptable.

## **Class Schedules/Drop/Add/Withdrawal**

Students must be scheduled for and maintain a minimum of six courses. All schedule requests will be evaluated by the administrative team and must be submitted within the designated drop/add period.

## **Discipline/Expulsion**

NSA uses a demerit system for rule infractions for both school and dorm life. Dorm demerits and school demerits will be calculated separately. Students will earn detention time for school demerits and other consequences for dorm demerits. The NSA administration may initiate proceedings for an expulsion and removal from school when the student's presence at school or on campus is deemed detrimental to the

### (Discipline/Expulsion, Continued)

student, or to the learning environment, or is viewed as a threat to the health and safety of themselves or others. A removal from school will mean loss of status in SEVIS and the loss of the educational visa.

### **Demerits**

Students may be issued demerits, assigned detentions, or receive in-class consequences for violations of the behavior expectations while in school. Students who do not adhere to the school regulations during the school day or while at school activities will receive academic demerits. These are separate from dorm demerits. Students may be put on probation immediately for serious offenses. Any violation of the student code of conduct makes a student eligible for demerits.

Examples of offenses that may warrant demerits:

- Dress code infractions, littering, cell phone usage or chewing gum in class
- Disrespect/disobedience, cursing, PDA, any lewd or sexual act
- Cheating, forgery, plagiarism, stealing, fighting, lying
- Bullying, destruction of property, leaving school grounds without permission

### **Detention**

Detentions will be given for repeated violations of behavior expectations at school. Detentions will be given weekly for demerits earned. Every 5 demerits will result in 30 minutes of detention.

- Detentions are to be served consecutively once the detention notice has been issued.
- Students who fail to serve their detention assignments may be suspended.
- Suspensions will adversely impact visa status and re-enrollment possibilities.
- Students with pending detentions will not be able to practice, play, or take part in school sponsored extracurricular activities until the detention has been completely served - this means you may not go to Walmart if you have a scheduled detention.

Detention is also given for tardiness to the school. Please see the tardiness section below.

### **Dress Code – During School**

It is important to dress for school in a manner that reflects the focus on instruction and student performance. Any student wearing inappropriate clothing will be required to either remove the item or change into appropriate attire. The following dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds. Students shall normally be responsible for their personal appearance while attending NSA. However, student dress and grooming shall not affect the health and safety of students and staff; nor shall it disrupt nor distract from the learning environment within the classroom, or school.



(Dress Code - During School, Continued)

The following guidelines concerning dress and grooming will be enforced:

1. No type of head covering is to be worn to class. Headwear includes hats, caps, hoods, sweatbands, bandannas, scarves, or do-rags. No combs, curlers, picks, or sunglasses can be worn in the hair. Sunglasses cannot be worn in the school building. Exceptions would be a cap or hat that is part of a school activity, or a head covering worn for religious or medical purposes.
2. No student shall be permitted to wear any clothing, which depicts, implies, or references alcoholic beverages, tobacco products, profanity, illegal drugs, gangs, sexual conduct or innuendos. Respect for others is critical for a positive learning environment, therefore, clothing which belittles, insults, or is deemed offensive by the administration will not be tolerated.
3. Any type of jewelry, which could endanger the safety of the student or others, or is associated with gang affiliation, shall not be worn, nor displayed at school, or at school events, or on campus. Any dress which signals gang activity or related gang behavior is prohibited on the property of NSA. Chains, wallet chains, dog chains, metal spikes, and/or meat studs are not permitted in school. In the event of a disagreement over the appropriateness of student dress or grooming, the head of school and/or the dean of students shall make the final decision on the matter.
4. All students are expected to wear appropriate footwear to school. Health regulations and safety factors require that shoes capable of protecting feet be worn at all times. Students must wear closed toe shoes to class. Flip-flops, slides, or house slippers may not be worn to class.
5. Students may only wear approved uniform shirts, tops, sweatshirts, or fleece to class.
6. Skirts: Girls skirts cannot be shorter than two inches from the top of the knee. Slits in skirts can be no longer than three inches from the bottom of the skirt. The waistline of skirts must be on or above the hips with no undergarments showing. Rips or holes in clothing are not allowed. No undergarments should be visible. Ruffled and lace-trimmed skirts are not acceptable. Black or dark gray tights or leggings must be worn under skirts that are above the knee. All skirts must be solid black, dark gray (charcoal), or dark blue.
7. Pants/Trousers: All pants must be solid black, dark gray (charcoal), or dark blue. The waistline of pants must be on or above the hips with no undergarments showing. Rips or holes in clothing are not allowed. No undergarments should be visible under any clothing. No pajamas or sleepwear are allowed in school. Leggings, stretch, athletic, or yoga pants are not appropriate pants for the classroom. Pants must be traditional uniform style trousers or classic cut denim. Drawstring, cargo, skinny cut, or any other casual styles are not acceptable.

8. PE Uniforms: Designated gym attire for physical education will be determined by the administration. Uniform T-Shirts and shorts will be purchased on campus.

(Dress Code, Continued)

9. Hair must be maintained and groomed. Males are to be clean-shaven and beards, mustaches, and long sideburns are prohibited. Males must keep hair out of the eyes and off the collar. Extreme hairstyles such as spikes or mohawks are not acceptable for school. Students may not use unnatural colors such as pink, purple, green, blue, orange, or neon red to dye their hair.

10. Except for pierced ears for girls, no other visible body piercings or tattoos are allowed and pre-existing tattoos must be covered at all times, some exceptions may apply, based on individual needs.

Consequences

- Students found to be in violation of the dress code during the school day will be issued demerits and possibly asked by the administration to change.
- Students will be asked to remove unacceptable jewelry or accessories.
- Refusal to cooperate will result in disciplinary action.
- Students whose hair does not meet the guidelines will be given a deadline to correct the issue.

**Electronics**

Students will be expected to bring a laptop computer to NSA in order to complete assignments. Students will be required to sign an agreement regarding computer usage as well as register their electronics before accessing the school's network.

**Lockers**

Lockers in the Fitness Center locker rooms are to have a school-issued combination lock on them during class time. NSA will not be responsible for lost or stolen items and money. In cases of theft, report the theft to the Fitness Center staff immediately and complete the Lost/Theft/ Vandalism Report.

Students are not permitted to use adhesive decals, which could damage paint and deface the lockers. Student lockers and storage areas are property of NSA. School officials may conduct periodic general inspections of lockers and storage areas at any time for any reason without student consent and without a search warrant. (WI Statute 118.325) This includes the use of drug detecting canine units. Searches and seizures are authorized in the school for the purpose of maintaining order and discipline in the school and to protect the safety and welfare of students and school personnel on campus.

### **Make-Up Work**

Students may make up schoolwork and tests missed for any excused absence. Students should make arrangements with teachers to complete missed work. All work should be turned in within 2 class periods of the excused absence unless additional extensions are given at the discretion of the teacher.

### **Suspension**

In-school suspension may be assigned when a student's behavior is too severe to allow him/her to remain in the classroom. Suspension may also be given for unexcused absences from classes. This suspension will be served under the supervision of the administrative team. The student is expected to use this time to work on academic assignments. Schoolwork and tests will count for full credit. Students may not participate in extracurricular activities until the suspension requirements have been fulfilled.

### **Tardiness**

In case of tardiness, students should report directly to class. Teachers will record the student tardy in the grading system. Tardiness may result in disciplinary action and place the student's visa status in jeopardy. Teachers will issue detentions to students for repeated tardiness.

- Four tardies = 30 minute detention
- 15 minute tardy = 30 minute detention
- 30 min tardy = 1 unexcused absence + 1 hour detention