NORTHWEST HIGH SCHOOL

308-385-6394

Northwest Public Schools

2710 N. North Road, Grand Island, NE 68803

www.ginorthwest.org

Student Handbook
2016 - 2017

A Tradition of Excellence Since 1963

Administration

Matt Fisher	Superintendent
Tim Krupicka	Principal
P.J. Smith	Assistant Principal
Marty Moser	Assistant Principal/9th Academy
Michael Sorensen	Activities Director

NON-DISCRIMINATION STATEMENT

Northwest High School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. Mr. Matt Fisher, Superintendent of Northwest High School has been designated to handle inquiries regarding complaints, grievance procedures or the application of policies of non-discrimination.

Students and parents who have questions regarding Northwest High School's educational programs, extra-curricular activities, school procedures and or policies stated in this handbook should contact the Central Office at 385-6394.

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ARTICLE 1: MISSION AND PURPOSE OF HANDBOOK

Section 1: MISSION STATEMENT
Northwest Public Schools, A Culture of Excellence
An exceptional community of learners committed to continuous growth.

Section 2: NORTHWEST PUBLIC SCHOOL BELIEF STATEMENTS
1. We believe in modeling and teaching the qualities of good character.
2. We believe student learning is the chief priority and the primary focus of all school-based decisions.
3. We believe that raising student achievement requires a collaborative effort.
4. We believe that we need to teach problem solving skills necessary for students to become independent, productive, responsible citizens.
5. We believe curriculum, differentiated instruction, and assessment should meet the needs of all learners.
6. We believe lifelong learning is a process shared by students, teachers, administrators, parents and community.
7. We believe in helping students discover their aptitudes and talents as they work towards maximizing potential.
8. We believe every individual has the right to a safe, secure, and positive educational environment.
9. We believe students learn best when engaged, challenged, and respected.

Section 3: WELCOME TO NORTHWEST
The Administration, faculty, and staff welcome you to another school year. Our philosophy is to accept each of you at your level of maturity, capacity and achievement and to help you acquire the skills and knowledge which will enable you to provide for your own needs and to share in providing for the needs of others. You are urged to define your goals, plan a course of action, and concentrate your efforts on achieving the maximum benefits from your high school experience.

We encourage you to refer to and become familiar with this student handbook. It has been approved by the Board of Education, School District #82. Please remember that as a citizen of this school, you are expected to follow rules and regulations that have been established for the welfare of the entire student body.

Section 4: PURPOSE OF THE STUDENT HANDBOOK
Northwest High School recognizes that differences, disputes and conflicts among students and between students and staff members may occur. The school also recognizes that individual student rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established. All students have the right to be respected as individuals, to receive the benefit of all school services, to attend a school which is clean, comfortable, safe, and adequately equipped, to have a framework for student government which indicates areas of student involvement, to express him or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied. Students are responsible for knowing and complying with school rules, for respecting and submitting to the authority of school staff, for applying themselves to the best of their ability to learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which conserves their continued usefulness. A positive school climate is dependent on the attitude, effort and success of each individual student. This handbook is designed as a guide for promoting greater understanding and cooperation among students, faculty and staff, and to provide a positive educational environment.

ARTICLE 2: INFORMATION

Section 1: STAFF DIRECTORY

School Board

Keith Ostermeier	President
Bill Buettner	Vice-President
Kim Meyer	Secretary
Duane Witt	Treasurer
Karl Quandt	Member
Jeff Schimmer	Member
Char Kruse	Advisory Member
Scott Eriksen	Advisory Member

Superintendent's Office		**385-6398**
Matt Fisher	Superintendent	mfisher@ginorthwest.org
Sharon Placke	Business Manager	splacke@ ginorthwest.org
Kim Gibson	District Office Secretary	kgibson@ ginorthwest.org

Barb Huls	District Office Secretary	bhuls@ ginorthwest.org
Jeanette Ramsey	Curriculum/Instruction/Assessment Director	jramsey@ ginorthwest.org

Central Office		**385-6394**
Tim Krupicka	Principal	tkrupicka@ ginorthwest.org
P.J. Smith	Assistant Principal	psmith@ ginorthwest.org
Marty Moser	Assistant Principal	mmoser@ginorthwest.org
Brenda Dunn	Registrar/Freshman/Counselor Secretary	bdunn@ ginorthwest.org
Ann Beckmann	High School Secretary/SPED Secretary	abeckmann@ginorthwest.org
Maggie McDermott	High School Secretary	mmcdermott@ginorthwest.org
Ryan O'Grady	Director of Special Services	rogrady@ginorthwest.org
Activity Office		**385-6387 ext 5144**
Michael Sorensen	Activities Director	msorensen@ ginorthwest.org
Kate Marron	Activities Director's Secretary	kmarron@ ginorthwest.org
Counseling and Guidance		**385-6391 ext 5117**
Andrew Manhart	Guidance Counselor	amanhart@ ginorthwest.org
Lori Merritt	Guidance Counselor	lmerritt@ ginorthwest.org
Support Services		
Brian Gibson	Technology Coordinator	bgibson@ ginorthwest.org
Scott Potter	Technology	spotter@ ginorthwest.org
Heather Callihan	Technology Integration	hcallihan@ginorthwest.org
George Mohr	Library & Media	gmohr@ ginorthwest.org
Tammy Kuhl	School Nurse	tkuhl@ ginorthwest.org
Mike Fitzgerald	Head of Maintenance	mfitz@ ginorthwest.org
Robin Wright	Food Service Manager	rwright@ ginorthwest.org
Fine Arts		
Cindy Coe	Vocal Music	ccoe@ ginorthwest.org
Shawn Pfanstiel	Instrumental Music	spfanstiel@ ginorthwest.org
David Sackschewsky	Vocal Music	shack@ ginorthwest.org
Beau Studley	Art	bstudley@ ginorthwest.org
Foreign Language		
Melanie Haith	French	mhaith@ ginorthwest.org
Tara Martin	Spanish	tmartin@ ginorthwest.org
Roberta Ruth	Spanish	rruth@ ginorthwest.org
Language Arts		
Brian Mohr	English	bmohr@ ginorthwest.org
Alex Hull	English	ahull@ ginorthwest.org
Melanie Haith	English	mhaith@ ginorthwest.org
Beth Kavan	English & Journalism	bkavan@ ginorthwest.org
Darbie Mazour	English	dmazour@ ginorthwest.org
Jacki Papstein	English	jpapstein@ ginorthwest.org
Michael Witt	English	mwitt@ ginorthwest.org
Math		
Kristin Caspar	Mathematics	kcaspar@ ginorthwest.org
Kristin Welch	Mathematics	kwelch@ ginorthwest.org
Lindsey Harders	Mathematics	lharders@ ginorthwest.org
Tim Koehn	Mathematics	tkoehn@ ginorthwest.org
Ryan Rathke	Mathematics	rrathke@ ginorthwest.org
Jess Topil	Mathematics	jtopil@ ginorthwest.org
Physical Education/Health		
Denise Coughlin	Health & Physical Education	dcoughlin@ ginorthwest.org
Troy McNeil	Strength Training	tmcneil@ ginorthwest.org
Kevin Stein	Health & Physical Education	kstein@ ginorthwest.org
Brandon Harrington	Health & Physical Education	bharrington@ ginorthwest.org

Natural & Physical Science

Mark Freeling	Science	mfreeling@ ginorthwest.org
Ben Gehring	Science	bgehring@ ginorthwest.org
David Olson	Science	dolson@ ginorthwest.org
Scott Johnson	Science	sjohnson@ ginorthwest.org
Jennifer Verba	Science	jverba@ ginorthwest.org

Social Science

Bill Bombeck	Social Studies	bbombeck@ ginorthwest.org
Russ Moerer	Social Studies	rmoerer@ ginorthwest.org
Dave Prokesh	Social Studies	dprokesh@ ginorthwest.org
Mike Saddler	Social Studies	msaddler@ ginorthwest.org
Trevor Menke	Social Studies	tmenke@ ginorthwest.org

Special Programs

Kim Coates	Special Education	kmcoates@ ginorthwest.org
Cami Bergman	Special Education	cbergman@ ginorthwest.org
Rico Burkett	Alternative Education	rburkett@ ginorthwest.org
Michelle Manasil	Alternative/Special Education	mmanasil@ ginorthwest.org
Kyle Suttles	Special Education	ksuttles@ ginorthwest.org
Denise McNeel	Tech Prep	demcneel@ ginorthwest.org
Kenzie Mollring	Special Education	kmollring@ ginorthwest.org

Career Technical Education

Jessica Brondel	Agriculture	jbrondel@ ginorthwest.org
Jason Harb	Industrial Technology	jharb@ ginorthwest.org
Scott Gibson	Industrial Technology	sgibson@ ginorthwest.org
Jeff Paige	Industrial Technology	jpaige@ginorthwest.org
Tami Nelson	Family and Consumer Science	tnelson@ ginorthwest.org
Denise McNeel	Health Science	dmcneel@ ginorthwest.org
Colleen Childers	Business	cchilders@ ginorthwest.org
Lori Cooper	Business	lcooper@ ginorthwest.org
Ann Purdy	Business, Powerschool	apurdy@ ginorthwest.org
Diane Rouzee	Business	drouzee@ ginorthwest .org
Chip Bahe	Career Education and Internship Coordinator	cbahe@ginorthwest.org

Section 2: ACTIVITIES AND ORGANIZATIONS

Art Club	Beau Studley
Band	Shawn Pfanstiel
Cheerleaders	Lisa Czaplewski
One Act	Brian Mohr
FBLA	Lori Cooper
FFA	Jessica Brondel
Honor Society	Kenzie Mollring
Jazz Band	Shawn Pfanstiel
Journalism/Yearbook	Beth Kavan
Letterwinners	Michael Sorensen
Musical	David Sackschewsky
Speech	Brian Mohr
Student Council	Denise McNeel
Show Choir	David Sackschewsky
Vikettes	Ryan McCarty/Kathryn McCarty
Vocal Music	David Sackschewsky
FCCLA	Tami Nelson

Section 3: CLASS SPONSORS

Junior Class	Kim Coates/ Mike Saddler
Senior Class	Andrew Manhart /Darbie Mazour

Section 4: ATHLETICS

Baseball	Co-op with GISH
Basketball, Boys	Chip Bahe
Basketball, 9th Boys	Joel Hope
Basketball, Girls	Rico Burkett
Basketball 9th Girls	Ben Gehring
Cross Country, Girls & Boys	Kristin Welch

Football	Kevin Stein
Football, 9th	Mike Saddler
Golf, Girls	Alex Hull
Golf, Boys	Alex Hull
Softball	Scott Johnson
Soccer, Girls	Jess Topil
Soccer, Boys	Dan Purdy/Ann Purdy
Swimming, Girls & Boys	Co-op with GISH
Tennis, Girls & Boys	Co-op with GICC
Track, Girls & Boys	Brandon Harrington
Volleyball	Diane Rouzee
Volleyball,9th	Lindsey Harders
Wrestling	Brian Sybrandts

Section 5: DIRECTORY FOR QUESTIONS OR CONCERNS

Question or Concern	**Who to Contact**
Academic Concerns	Teachers & Counselors
Activities /School Insurance	Activities Director
Appeals, Complaints	Central Office, Principal
Career & College Information	Counselor's Office
Check Out/Admit Slips	Central Office
Class Schedules/Registration	Counselor's Office
Grades & Transcripts	Central Office
Illness/Injury	Nurse
Library	Media Office, Mr. Mohr
Locker Problems	Central Office
Lost & Found	Central Office
Lunch Money	Superintendent's Office
Personal Issues/Concerns	Counselor's Office
Pre makeup Slips	Central Office
Problems with Other Students	Central Office, Assist Prin
Class Schedules/Registration	Counselor's Office
Student Telephone	Central Office
Report Theft/Vandalism	Central Office
Transfer Withdrawal	Central Office

Please go to or call (385-6394) the Central Office if you have a question and are not sure who to ask.

2016-17 District Calendar

Northwest Public Schools

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 8-10	Staff Inservice
Aug 11	1st Day School - K-8 Noon Dismissal

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep 5	No School - Labor Day
Sep 14-15	PT Conferences: K-8 Noon Dismissal
	High School 12:39 p.m. Dismissal
Sep 16	No School

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 13	End of 1st Qtr
	K-8 Noon Dismissal
Oct 14	No School

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 11	No School Fall Break
Nov 23	K-12 Noon Dismissal
Nov 24-25	No School -Thansgiving Break

December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 20	High School Noon Dismissal
Dec 21	End of 2nd Qtr / 1st Semester
	K-12 Noon Dismissal
Dec 22-30	No School - Winter Break

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2	No School -Winter Break
Jan 3	No School Teacher Inservice
Jan 4	School Resumes
Jan 23	No School - District Inservice

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 8	PT Conferences 9-12
	12:39 p.m. Dismissal
Feb 8-9	PT Conferences K-8
	Noon Dismissal
Feb 10	No School

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 3	No School
Mar 8	End of 3rd Qtr
	K-8 Noon Dismissal
Mar 9-10	No School

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 14	No School
Apr 17	No School
Apr 20	High School 12:39 Dismissal
Apr 24	District Inservice - Noon Dismissal

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 5	High School Noon Dismissal
May 14	Commencement 2:00 p.m.
May 16	High School Noon Dismissal
May 17	Last Day of School
	K-12 Noon Dismissal
May 18	District Inservice

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 1-9	Summer Moratorium

School Hours

Grades K-8
Monday - Friday 8:00 a.m. - 3:15 p.m.
Wednesday 8:00 a.m. - 2:00 p.m.

High School
Monday - Friday 8:10 a.m. - 3:36 p.m.
Wednesday 8:10 a.m. - 2:19 p.m.

- Vacation Days
- Teacher Inservice
- Parent Teacher Conferences
- First, Last or Resume Day
- Alternate Time Dismissal

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District Office	308-385-6398
Lockwood	308-384-2042
1R School	308-385-6352
Cedar Hollow	308-385-6306
Chapman	308-986-2215
St Libory	308-687-6475
Northwest HS	308-385-6394

Approved April 2015

ARTICLE 3: DAILY PROCEDURES AND GUIDELINES

Section 1: DAILY BELL SCHEDULES

Period	Mon, Tues, Thurs, Fri	Wednesday	12:39 Dismissal	12:00 Dismissal	Late Start
Per 1	8:10-8:54	8:10-8:47	8:10-8:40	8:10 – 8:35	10:00 - 10:31
INT	8:58-9:28	No Intervention	No Intervention	No Intervention	No Intervention
Per 2	9:32-10:16	8:51-9:28	8:44-9:14	8:39– 9:04	10:35 - 11:06
Per 3	10:20-11:04	9:32-10:09	9:18-9:48	9:08 – 9:33	11:10 - 12:40 (Lunch)
Per 4	11:08-11:52	10:13-10:50	9:52-10:22	9:37 – 10:02	12:44 – 1:15
Per 5	11:56-1:12 (Lunch)	10:54-11:31	10:26-10:56	10:06-10:31	1:19-1:50
Per 6	1:16-2:00	11:35-1:01 (Lunch)	11:00-11:30	10:35 – 11:00	1:54-2:25
Per 7	2:04-2:48	1:05-1:42	11:34-12:04	11:04-11:29	2:29-3:01
Per 8	2:52-3:36	1:46-2:23	12:08-12:39	11:32-12:00	3:05-3:36

Monday, Tuesday, Thursday & Friday Lunch 1-11:56-12:28, 2- 12:19-12:51, 3-12:41-1:12 **Wednesday Lunch** 1-11:35-12:07, 2-12:-12:34, 3-12:29-1:01 **Late Start Lunch** 1-11:10-11:43, 2-11:38-12:13, 3- 12:09-12:41 **12:39 Dismissal**-NO LUNCH **12:00 Dismissal**-NO LUNCH

Section 2: Advisement/Intervention Period

Intervention will run Monday, Tuesday, and Thursday of each week, unless there is an early dismissal or a late start. Intervention is a period in which teachers can reteach concepts students are struggling with. It is also a period in which retakes and other make up assignments can be done. Friday will serve as an advisement period, which will be used in a variety of ways, such as character building lessons. Students and staff may still use Friday for intervention as well.

Section 3: STUDENT PERSONAL PROPERTY

Gym bags may be brought into the school building, but are prohibited in classrooms. Backpacks may be brought into the classroom provided that they are not a distraction or a disturbance. **Students should bring a minimum amount of money to school.** Students may also check their valuables into the Central Office, P.E., and Coaches Offices. Students are encouraged to put locks on their hall lockers and are required to place locks on their P.E. lockers. Northwest High School disclaims any responsibility or liability for students' personal property that is lost, stolen or damaged at school.

Section 4: STUDENT HALL LOCKERS

Students at Northwest High School are assigned an individual hall and or P.E. locker at the beginning of each year. Students should keep their books and school supplies in their individual hall locker and **NOT in the P.E. locker**. PE LOCKERS ARE FOR STUDENT PE CLOTHES AND ATHLETICS. Students assume full responsibility for items stored in their lockers as well as the general physical condition of the locker. Students are not to tape, glue, etc. anything to the inside or outside of their lockers. Students may put locks on their lockers provided they (students) give the Central Office a key or combination to the lock. All lockers assigned to students are property of Northwest High School and are subject to periodic inspection and or search. Locker searches are only conducted when a reasonable cause or purpose exist. Northwest High School annually conducts unannounced locker inspections in conjunction with law enforcement agencies and drug dogs.

Section 5: RESPECT FOR PERSONS AND PROPERTY

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

Section 6: VISITORS

All visitors are required to register in the Central Office and obtain a visitor's pass. Students from other high schools must be accompanied by a parent or guardian.

Section 7: ILL AND OR INJURED STUDENTS

Students who become ill or experience an injury at school should report to the school nurse's office. The school nurse will contact parents if a student becomes ill and needs to go home. **Students who are ill and are leaving school must report to the Central Office to check out (receive a blue pass) before leaving the building**

Section 8: MEDICATION AND PRESCRIPTIONS DRUGS

Students are prohibited from having prescription or over the counter medications in their possession in school. Northwest Public Schools requires that all medications, prescriptions, and over the counter drugs that students bring to school be taken to and kept in the school nurse's office. Any medication brought to school by students must be in its original container. Students will be able to access their medication through designated school personnel. Northwest Public Schools asks that students and parents cooperate in abiding by the school's medication policy for the safety and well being of the entire student body. A violation of this policy may result in disciplinary action up to expulsion from school.

Section 9: CLOSED CAMPUS

Northwest High School functions as a "closed campus." Students are prohibited from leaving the building during their lunch period, unless the student is a senior and has met the NESA initiative. Seniors who pass 2 or 3 out of 4 NESA test as a junior will be given open campus during their lunch period. Seniors who pass all of the NESA exams will be granted open campus during their lunch period for the whole year. These privileges may be taken away permanently if they are tardy more than three times coming back from lunch. They will also lose this privilege temporarily if they are on the ineligibility list and will not get this privilege back until they are off the ineligibility list. Under no other circumstances are students to leave the building (includes going out to the parking lot) during the school day without obtaining permission from the Central Office and securing a pass. **Students who violate the closed campus policy will be assigned detention, in school suspension, or out of school suspension.** The student parking lot is off limits during the school day except for students who have open periods or who have secured a pass from the Central Office.

Section 10: CENTRAL OFFICE TELEPHONE

Students who need to make telephone calls during the day may use the telephone in the Central Office. Students will not be called to the telephone during class periods except in cases of emergency. Telephone messages will be delivered to students at the earliest convenience. Student use of the Central Office telephone is limited to emergencies only. Students leaving classrooms to use the telephone must have their agenda signed (phone pass) by their classroom teachers.

Section 11: ASSEMBLY AND AUDITORIUM GUIDELINES

All students are required to attend assemblies periodically throughout the year. Students attending assemblies are required to sit with their class when escorted by their classroom teacher. Drinks and food are prohibited in the Auditorium at all times.

Section 12: PEP RALLIES

Pep rallies are held periodically throughout the year to support Northwest High School's athletes, cheerleaders and coaches. Approximately twenty minutes are allowed for each pep rally. Students are required to attend all pep rallies or report to study hall in the cafeteria. School administrators may excuse students from attending a 3:15 p.m. pep rally.

Section 13: POP, DRINKS, FOOD AND SNACKS

Drinks (besides water), food, and snacks are otherwise prohibited in all classrooms while school is in session unless otherwise approved by the Administration and Classroom Teacher. If a student brings food or drink to school, it should be placed in their lockers during class time. Plastic, re-sealable bottles are the ONLY containers we will allow in the building. NO food/drink will be allowed to be taken to the gym during the lunch period.

Section 14: BUILDING ENTRY AND MOVEMENT

Students involved in special activities before 7:45 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 7:45 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass agenda by a teacher is required. Each teacher will maintain a sign out sheet in their room.

Section 15: HALL CONDUCT

Students should walk at all times, use a subdued voice, and keep hands, feet, and objects to oneself.

Section 16: MEDIA CENTER GUIDELINES

The Media Center is available to students throughout the school day except during lunch period. Media Center materials and or resources may only be removed from the Media Center with the permission of the media specialist. Reference books may only be used in the Media Center. Library books may be checked out for a period of four weeks and should be returned promptly. Students who lose or damage school materials are responsible for making restitution. Students who pay restitution and find books that were lost, will have their money refunded less late fines. A ten-cent a day fine is imposed for returning materials late. Students who have outstanding Media Center fines will have their academic credits and or report cards withheld until fines are paid. Computers in the library are to be used for educational purposes only and should be used in accordance with the school's student electronics resource policy (i.e. games, e-mail prohibited). The Media Center is not to be used as a hallway during passing periods.

Section 17: STUDENT AUTOMOBILE REGISTRATION AND PARKING

All Northwest High School students are expected to follow all state and local laws regarding the operation of all motor vehicles on or near school property. The speed limit on school grounds is 15 M.P.H. One-way traffic should be observed when entering and leaving the parking lot. Students who park their cars in reserved areas; bus zones, no parking zones, fire zones, gated south lot and or along the north and east sidewalks are subject to having their vehicles towed at their own expense. Loitering or cruising the lot before or after school is prohibited. Student's who drive to school should park their cars on arrival and proceed into the building. **The parking lot is off limits to students during the school day. Students who violate the school's driving and or parking policies may have their driving and or parking privileges on school property revoked, and or face disciplinary sanctions up to suspension.** All students who drive to school are required to register their vehicles in the Central Office. Registering vehicles helps school officials in dealing with theft, vandalism, accidents, and lights left on etc.

Section 18: SCHOOL DANCE GUIDELINES
Students attending school sponsored dances on or off school premises are expected to abide by all school policies regarding student conduct. **Specific guidelines pertaining to school dances include:**

1. Students may be subjected to a breath alcohol screen if school officials suspect a student is under the influence of alcohol or a controlled substance. Law enforcement officials and or parents will be contacted when school officials suspect a student is under the influence of alcohol or a controlled substance.
2. Students attending dances must remain inside the building. Students who leave the building will not be readmitted to the dance.
3. Only Northwest students and their guests are permitted to attend school dances. All out of school guests attending school sponsored dances must be registered and approved by an administrator in the Central Office prior to attending the dance. Students may bring one out of school guest to a school dance.
4. Outside entrance doors will be locked one hour after the start of the dance. No one will be admitted to the dance after the doors are locked unless prior arrangements have been made with a school administrator.
5. Student conduct at school dances shall be governed by policies stated in the Student Handbook. In addition school officials reserve the right to restrict or prohibit conduct by anyone attending a school dance that interferes with school purposes. This includes but is not limited to conduct, dress, music, dance, language, etc.
6. Attendance at school dances is limited to students in grades nine through twelve or persons under twenty-two years of age.
7. Dancing guidelines include:
    a. No touching when dancing back to front.
    b. No touching of breasts, buttocks or groin area.
    c. When dancing, feet are to remain on the floor and hands off the floor.
    d. No actions deemed inappropriate or unsafe, such as mosh pits, etc.

Students who violate school policies or dance rules will be asked to leave and may be barred from attending future dances or other school extra curricular activities. Students may also face disciplinary sanctions as stated in the student handbook as well as being reported to law enforcement. Parents will be contacted when a student is removed from a dance.

Section 19: SECURITY CAMERAS
Northwest High School utilizes surveillance cameras inside the building and outside on school grounds to improve school safety and security. Students may request that security camera footage related to incidents of theft, vandalism, accidents, incidents etc. be reviewed in the Central Office.

ARTICLE 4: ATTENDANCE

Section 1: ATTENDANCE
Every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child seven or more years of age and under sixteen years of age, shall cause each child to attend school regularly. This includes public, private, denominational, or parochial schools each day that such schools are open and in session except when excused by school authorities, or unless such child has been graduated from high school. The school term shall not be less than one thousand eighty instructional hours in any high school. Nebraska State Law prohibits students under the age of eighteen from quitting school without written consent from their parents. Regular attendance and punctuality to class are essential for promotion and success in school. Students who are absent from school need to have a parent or guardian call the school office before 9:00 A.M. (385-6394) on the day of the absence. Parents/guardians may also call between the hours of 5:00 P.M. and 7:00 A. M. and leave a message regarding their son or daughter being absent. Parents or Guardians who are unable to call the school need to send a written note to school confirming their son's or daughter's absence. Students absent from school are responsible for informing their parents and having their parents call the Central Office.

Student attendance codes:

A	Absent
ILL	ILL (no dr. note but was called in sick)
EXP	Expulsion
CV	College Visit
T	Tardy
ET	Excused Tardy (parents note)
D	Doctors Excused (requires note from doctor)
SA	School Activity
C	Court (requires court documentation)
E	Excused (parent called in)
F	Funeral
ISS	In-School-Suspension
OSS	Out-Of-School-Suspension
U	Unexcused
AA	Administrative Approval
W	Weather Related absences

School starts at 8:10 a.m. and dismisses at 3:36 p.m**.** Students are prohibited from being in classrooms/locker rooms prior to 8:00 A.M. and or after 4:00 P.M. unless they are under a teacher's direct supervision. Students who arrive after 8:10 a.m. must check in at the Central office to avoid being counted as absent or truant. Students who leave the building during the day for any reason must check out in the Central Office. Seniors who arrive at school after first period due to open periods must check in at the Central Office. Seniors who fail to check in will be counted as absent.

Section 2: Board of Education Policy

Any student who does not attend school for at least ninety percent (90%) of the time shall be considered as failing, except for students who have a major illness, are recovering from an accident, are recuperating from surgery, and or are under a doctor's care. Absences related to school activities, suspensions, court appearances, bad roads and funerals are excluded from a student's absence total when considering revoking class credits. **When a student exceeds ten (10) absences in a semester, academic credit may be denied**. Students, parents and or guardians who disagree with denial of credit may file a grievance and present evidence to support their contention that the individual situation deserves special consideration.

Section 3: EXCESSIVE ABSENTEEISM

Excessive absenteeism refers to any student that is absent 5 days or more per quarter. Such absences shall be determined on a per class basis. Northwest may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Northwest to address excessive absenteeism.

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not limited to:
    a. Illness related to physical or behavioral health of the child.
    b. Educational counselling
    c. Educational evaluation
    d. Referral to community agencies for economic services
    e. Family or individual counselling
    f. Assisting the family in working with other community services.
3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
4. Reporting Excessive Absenteeism to the County Attorney-The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.
5. At ten (10) or more absences during any semester a letter will be sent home informing the student and his/her parents/guardians of the revocation of credits per **Board of Education Policy**. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student parents, in addition to any of the aforementioned interventions.
6. At twenty (20) or more absences or the hourly equivalent during one semester, Northwest may expel a student from school for the remainder of the semester.

Section 4: TRUANCY

Students who are truant (absent without their parents' knowledge) and or whose absences have not been approved by the Principal or Assistant Principal will be given a detention to make up the time they missed as stated in the discipline rubric found on pages 21 - 23 in the handbook.

Section 5: TARDIES

After three tardies to a class in a semester, students will be assigned a detention for each tardy thereafter by the Classroom teacher. Detentions not served in a timely manner will be doubled in the central office. Continued tardiness may warrant in-school or out of school suspension. Students may also lose their academic credits for a class or classes, if they are tardy/late nineteen or more times in a semester or fail to serve their required detention time. Students who miss 20 or more minutes of class due to tardiness will be recorded as absent for that period.

Students who are tardy to any class due to a conference with a faculty member will be responsible for getting a pass from that faculty member prior to going to their next class. Failure to get a tardy pass will result in an unexcused tardy and class time being made up.

Section 6: MAKEUP WORK

When a student is absent, it is the student's responsibility to contact his or her teachers for assignments that were missed during an absence. Students will be allowed twice the amount of time missed during an absence (no credit and truant absences excluded) to make up schoolwork that was missed due to illness, illness in the family, death in the family, medical appointments, or emergency situations when a student is needed at home. Work assigned prior to an absence is expected to be completed on time. Students who miss five or more consecutive days due to illness, need to bring a doctor's note prior to returning to school. Students who will be absent two or more days may call the Central Office for their school assignments.

Section 7: SCHOOL SPONSORED ACTIVITIES AND ATTENDANCE
Students participating in school activities must be in school and on time the day of an activity and the morning after a night activity. Students are prohibited from participating in activities on days they are absent. Students must be in attendance periods , 5, 6, 7 and 8 the day of a scheduled activity to be eligible to participate. The administration reserves the right to make all decisions in extreme or unusual circumstances regarding the ability of a student to participate in an activity. Students who miss a class because of their participation in school activities will be required to submit their assignment as requested by their teacher following the activity. Failure to turn in the assignment may result in a reduction of the student's grade for the day missed.

Northwest High School provides transportation to and from activities. All members of an activity will travel to, and return from, an activity on school provided transportation. Students may ride home from a school activity with their parents providing they submit a "contest travel release form" prior to leaving for the activity from Northwest. The student's parent must also gain permission from the sponsor involved by speaking to him/her personally.

Students not participating in school activities must have parent permission to attend school activities during the school day.

Section 8: College Visits
Students are allowed 1 college visit per semester their Junior and Senior year of High School. A parent must call in and inform the school of such visit. This visit will be excused and not count towards their attendance record.

ARTICLE 5: DISTRICT AND PERSONAL TECHNOLOGY

Section 1: COMPUTER AND ELECTRONIC RESOURCES POLICY
It shall be the policy of Northwest High School to provide educational and curriculum related opportunities to students and staff of the District by providing telecomputing services through the Internet. Use of the Internet is accompanied by ethical and legal responsibilities to ensure that this powerful resource is not misused. Those responsibilities include, but are not limited to: using only one's individual password and account identification; observing copyright laws pertinent to commercial material; using the network only for school and education-related activities; not purposefully introducing materials or programs that disrupt other public or private computer systems, files, or messages. All staff and students shall adhere to all laws and policies governing computer use, including but not limited to copyright laws, software publisher rights, license agreements and students' rights to privacy as created by federal and state law.

Internet access is available to Northwest High School students and staff. This access offers diverse and unique resources throughout the world. This service is intended to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access will allow students and staff to explore libraries, database, and bulletin boards while exchanging messages with other Internet users. Material which may not be considered to be of an educational value for a school setting may be available for access by students on the Internet. The valuable information which can be obtained and communication which can occur far outweigh any disadvantages. Students may be provided limited access to specific resources available on Internet within a supervised classroom environment. Parents and others responsible for minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources. Each family's right to decide whether or not to apply for access shall be respected.

Internet access is coordinated through a complex association of government agencies, regional and state networks. It is necessary that all users adhere to terms and conditions to insure smooth network operation. Since Internet will be used as part of the Northwest High School instructional program, conduct will be subject to the school's code of conduct and responsibility for individuals, the school, and the district. The terms and conditions for use are provided so that all will be aware of the responsibilities which accompany the privilege of use. This privilege requires efficient, ethical, and legal utilization of network resources. If a Northwest High School user violates any of these provisions, their account with Internet will be terminated and future access may be denied.

Section 2: POLICIES REGULATING STUDENT USE OF THE INTERNET
Use of the Internet shall be limited to support of education and research and consistent with the educational objectives of Northwest High School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of the schools Internet for personal profit, advertisement, and/or political lobbying is prohibited.

Privileges - The use of the Northwest High School computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, system administrators will determine what is appropriate and inappropriate use and their decisions are final. System administrators may close a student's electronic account at any time. The administration and staff of Northwest High School may request the system administrator to deny, revoke, or suspend a student's Internet account. School Administrators and/or teachers will determine consequences for students who use the Internet inappropriately. Consequences could include loss of computer privileges, detention, in school and/or out of school suspension.

Network Etiquette - Students shall abide by the accepted rules of network etiquette. These include but are not limited to the following: 1. Be polite and use appropriate language, 2. Do not reveal your personal address or phone number or those of students or colleagues, 3. electronic mail (E-Mail) is not guaranteed to be private, 4. Do not use the network to disrupt the use of the network by other users, 5. Keep your account password private and log off the network after each use, 6. All activity involving your account is your responsibility.
Vandalism - Vandalism is defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

Security - Students must notify a system administrator when they can identify a security problem on the Northwest High School network. Students are prohibited from using another individual's or system administrator's account to log onto the Internet. Any student identified as a security risk or having a history of problems with other computer systems and networks may be denied individual Internet access.

Account Information - Students may be required to update service registration and account information. Students must also notify Northwest High School of any changes in Internet account information.

Indemnity - Northwest High School makes no warranties of any kind, whether expressed or implied, for the Internet service. Northwest High School will not be responsible for damages students suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Northwest High School will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at a student's own risk. Northwest High School specifically denies any responsibility for the accuracy or quality of information obtained through Internet Services.

Section 3: PERSONAL ELECTRONIC DEVICE POLICY

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definitions.

1."Electronic devices" include, but are not limited to, cell phones, iPads, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

2. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

a. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

b. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Possession and Use of Electronic Devices

1. Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Class time begins when the students enter the classroom. Non-School devices must be put away and/or placed in a designated area provided by the classroom teacher.

2. Students are permitted to possess and use electronic devices before school hours, at lunch time, passing time and after school hours, provided that the student not commit any abusive use of the device (see Violations section). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

Violations Regarding Electronic Devices

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) It shall be a violation of student conduct rules to record the image or voice of another person with an electronic device, without the express permission of the person recorded, while on school grounds, at a school activity or in a school vehicle, other than recording of persons participating in school activities that are open to the public.

It shall further be a violation of student conduct rules to fail to promptly delete such a recording following the request of the person recorded; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

2. Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i)**First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. A personal electronic device shall remain in the possession of the school administration until the end of the school day until the student has served 1 hour detention. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(ii)**Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the school principal or assistant principal. A personal electronic device shall remain in the possession of the school administration until such time as the student shall serve a minimum of two hours of detention. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(iii)**Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action , consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the school principal or assistant principal. The personal electronic device shall remain in the possession of the school administration until a parent arrives at school to pick up the device. The device will be left at home or checked into the office when brought to school for the remainder of the semester. The student will also serve be given in school suspension or out of school suspension, depending on the nature of the event. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(iv) **Fourth Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and parents called to pick up the device. The student will be assigned a suspension from school. The future use of all electronic devices at school will be evaluated and a determination about what, if any, access will be allowed when the student returns to school will be determined by the school administration. The student will also be serving an in school suspension or out of school suspension, depending on the severity of the situation.

***Students will serve an Out of School Suspension if they refuse to handover their personal device to an administrator and will no longer be allowed to have a personal device on school property.**

3. Penalties for Prohibited Use of Electronic Devices: Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

a. Students found in possession of a "sexting" message shall be subject to one (1) day suspension from school.

b. Student who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

4. Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

Section 4: Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

ARTICLE 6: DRUGS, ALCOHOL AND TOBACCO

Section 1: DRUG FREE SCHOOL AND CAMPUS POLICY

It shall be the policy of Northwest High School Hall County School District No. 82, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, being under the influence of, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours, and or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:

1. Possession of any controlled substance, possession of which is prohibited by law.

2. Possession of any prescription drug in an unlawful fashion
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. Possession, use or distribution of substances referred to as "look alikes" may result in the full application of disciplinary sanctions stated within this policy.
10. Being under the influence of alcohol, drugs, controlled substance, prescription medications, and or over the counter medications.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion and referral to appropriate authorities for criminal prosecution.

It shall be the policy of Northwest High School Hall County School District No. 82 to provide information to all students concerning available drug and alcohol counselling, rehabilitation, and reentry programs. Information concerning such resources shall be presented to all students of the district.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parent, parents or guardian concerning available drug and alcohol counselling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parents or guardian. Northwest High School, Hall County School District No. 82, shall not be responsible for any expenses incurred or services rendered in drug and alcohol counselling, rehabilitation, and reentry programs.

Board Policy relative to Drug and Alcohol Education and Prevention Program of the District Pursuant to P. L. 101-226 and 34 C.F.R., Part .86. It shall be the policy of the Northwest High School Hall County School District No. 82 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the school. It shall be the policy of the district to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the district and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officer, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to both the student and district, and its educational programs.

Section 2: TOBACCO/ALCOHOL AND OTHER DRUGS

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Any Northwest High School student who is found to be in violation of school policy, relating to the possession (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco (including but not limited to cigarettes, cigars, and chewing tobacco), controlled substances, Vapor Products, Alternative Nicotine Products or "Look-Alike" Products intended to replicate tobacco products either by appearance or effect on school property, at school sanctioned activities, (either on Northwest High School property or at other community sites), or when being transported in vehicles dispatched by the school district may face notification of legal authorities. School administrators will file reports with the police for any student who violates the school's No Tobacco Policy. These violations are cumulative over the span of their time at Northwest High School.

All sanctions or disciplinary actions will be consistently enforced according to the following guidelines:

1. Disciplinary Actions for Use/Possession Sale or Distribution of Tobacco Products, Vapor Products, Alternative Nicotine Products or "Look-Alike" Products intended to replicate tobacco products either by appearance or effect:
   a. First Offense: See Progressive Levels Discipline Matrix.
   b. Second Offense: See Progressive Levels Discipline Matrix.
   c. Third Offense: See Progressive Levels Discipline Matrix.
2. Disciplinary Action for Possession/Use/Under the Influence of Alcohol and/or Controlled Substance:

a. First Offense:
   (1) The student shall be placed on a 19 day out of school suspension but shall be given the option of having the long Term suspension reduced to a five (5) day out of school suspension providing the student undergoes an evaluation for Substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation Is at the expense of the student and/or parent/guardian. The school will provide a list of agencies providing Evaluation services when requested
   (2) If a student fails to follow treatment recommendations, the remainder of the 19 day out of school suspension shall be enforced.
   (3) Prior to readmission the student, along with his or her parents, must meet with the Principal or his or her designee and counselor.
   (4) The involved student shall be ineligible to participate in any co-curricular activities during the suspension.

b. Second Offense: The student will be placed on a 5 day out of school suspension pending a recommendation for expulsion for the remainder of the current semester.

3. Disciplinary Actions for Students Selling, Giving, or Exchanging Alcohol and/or Controlled Substance:
   a. First Offense: The student will be placed on a 5 day out of school suspension pending a recommendation for expulsion pending a recommendation for expulsion for the remainder of the current semester.

Section 3: PERFORMANCE ENHANCING DRINKS, DRUGS AND SUPPLEMENTS

Students are prohibited from possessing or using any performance enhancing substance on school property or at any home and or away school activity. This includes any drug, medication, pill, liquid, steroid, etc that is taken solely for performance enhancing purposes. Students who violate the school's "No Use Policy" for performance enhancing substances may face disciplinary sanctions up to and including out of school suspension, expulsion, and or being declared ineligible for school activities or athletics.

Section 4: MANDATORY DRUG TESTING POLICY

MISSION STATEMENT

The Board of Education for Northwest Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

1) To provide for the health and safety of all students;
2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3) To identify students who use illegal drugs and/or alcohol; and
4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

For complete details regarding the Mandatory Drug Testing Policy please refer to the Activities Handbook.

Section 5: DRUG AND ALCOHOL REHABILITATION RESOURCES

A list of drug and alcohol treatment services within a one hundred mile radius of Grand Island is available to parents and students in the school's Central Office.

ARTICLE 7: STUDENT CONDUCT, EXPECTATIONS, RULES AND REGULATIONS

Section 1: STUDENT DISCIPLINE POLICY

Northwest High School strives to develop and maintain a system of uniform discipline that encourages the positive development of a student's self-concept and his or her ability to exercise self-control. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval The Northwest High School student discipline code is based on applicable Federal & State Law.

Section 2: SHORT-TERM SUSPENSION

Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

(1) Conduct constituting grounds for expulsion as hereinafter set forth; or
(2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

Section 3: LONG TERM SUSPENSION
Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Section 4: EMERGENCY EXCLUSION
Any student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease through normal school poses an imminent threat and health and safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers hereinbefore described in this subsection. The process for emergency exclusion is hereinafter set forth.

Section 5: EXPULSION
Defined. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in the paragraph below identified, "**Students Subject to Juvenile or Court Probation**", in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of the board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Section 6: DETENTION STUDY HALL
Students may serve detentions at 7:30 a.m. to 8:00 a.m. in the office or at 3:40 p.m. to 4:10 p.m. in detention study hall. Students who are assigned detentions shall report to detention study hall with books and or study materials. Drinks, food, snacks, candy, audio/electronic devices and cell phones are prohibited in detention study hall. Students who owe detentions are prohibited from attending extra-curricular or athletic practices until after 4:10 P.M.

Students who receive detentions are allowed one day to make arrangements with their parents, employer, carpool etc. prior to serving detentions. Students who are confronted with an emergency and have detentions to serve need to discuss the matter with the Assistant Principal for resolution. Failure to serve detentions in a timely manner will result in detentions being doubled, loss of extracurricular activity eligibility, in school and or out of school suspension.

Section 7: SPECIAL EDUCATION – DISCIPLINE ACTIONS FOR SPECIAL EDUCATION STUDENTS

Disciplinary action and or sanctions for Special Education Students shall be in accordance with School District Policy 5410.

Section 8: USE OF CORPORAL PUNISHMENT

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

Section 9: NORTHWEST HIGH SCHOOL PROGRESSIVE DISCIPLINE PLAN

Northwest's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by either of the principals he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from Northwest Public Schools.

Section 10: DEFINITIONS/GLOSSARY OF DISCIPLINE PLAN TERMS

The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Northwest High School.

Arson-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

Bomb Threat-Raising or creating any false alarm of bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

Bullying-Treating another person abusively by words or actions using force or coercion.

Careless Driving/Speeding-Any driving which endangers oneself and one's property.

Cheating-To violate rules dishonestly (as on daily work or an examination).

Detentions-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

Disrespect to Faculty Member-Lack of respect.

Disruption of School/Class/Assemblies-Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

Explosives, Fireworks and Foul Substances-Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

Expulsion-The term "expulsion" means disciplinary action whereby a student:

1. Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.

2. Is separated from school attendance for the balance of the then current semester or current year; or

3. Suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

Extortion/Blackmail-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

False Call- The act of claiming the name of another person to excuse a student from class or school.

Fighting-The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

Forgery-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gross Misbehavior-Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well being of others including the promotion of fighting.

Harassment/Intimidation-Any act of threat by force or verbalization against another person.

Illegal Entry-Forced entry or entry without administrative authorization into a building, room or school property.

Illegal Explosives-Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior/Gestures-Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

Inappropriate Dress-See Dress Code provisions delineated earlier in the handbook.

Indecent Material-The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

Indecent Behavior - Any act of a sexual nature that is deemed unacceptable in a school setting.

In-School Suspension-Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

Insubordination-Disregard for the authority of a staff member.

Loitering-Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Long Term Suspension-More than five school days, but less than twenty school days.

Mandatory Reassignment-Assignment to another educational setting.

Member of the Administrative Staff/Designee-A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Minor Vandalism-Intentional damage to property or materials with a value of less than $10.00.

Misuse of School Materials/Equipment-Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.

Other School Personnel/Staff Members-All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

Physical or Verbal Assault-The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

Plagiarize -To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

Possession or Illegal Use of Weapon-The act of possession, using or threatening to use any weapon or instrument capable of inflicting

bodily injury.

Possession/Use of Tobacco-Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. NWHS Substance Abuse Policy governs this rule.

Profanity-The use of language that is unacceptable to school/community standards.

Public Display of Affection-The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

School Property- Any building, buildings, part of any building, structure, land or property of the school district.

Short Term Suspension- Up to and including five school days.

Suspension-Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities,non-credit school activities, or school provided transportation.

Theft 1-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than $20.00 but less than $100.00.

Theft 2-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than $100.00.

Trespass-Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or neglecting to depart from.

Truancy-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unauthorized Games in School Building -Gambling, poker, etc. Unlawful Intimidation of School Authority Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism 1-Destruction of school property or property belonging to another at a value greater than $20.00 but less than $100.00.

Vandalism 2- Destruction of school property or property belonging to another at a value of more than $100.00.

Threatening Behavior -Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity-Offensive, lewd, obscene

Section 11: PROGRESSIVE DISCIPLINE LEVELS

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

A. Detention
B. Detentions
C. 1-5 Days In-School Suspension
D. 5-10 Days In-School Suspension
E. 1-5 Days Out-of-School Suspension
F. 5-10 Days Out-of-School Suspension
G. 10 Days Out-of-School Suspension
H. Recommend Expulsion
I. Police will be notified
J. See Alcohol/Substance Abuse Policy

Note: Parents will be notified at levels C through I. In-School Suspension may be substituted by the administration for Out-of-School Suspension

Offense	Category	Points	1	2	3	4	5

1. Public Display of Affection	I	0	A	B	B	C	
2. Dress Code Violation	I	0	A	B	B	C	
3. Other/No Dress out in PE/Participation in PE	I	0	A	B	B	C	
4. Sleeping in Class	II	8	A	B	B	C	
5. Disruption of class/school/assembly	II	8	A	B	B	C	
6. Parking Illegally	II	8	A	B	B	C	
7. Inappropriate Behavior/Gestures	II	8	A	B	B	C	
8. Profanity/Vulgarity	II	8	A	B	B	C	
9. Failure to attend detention	II	8	B	B	B	C	
10. Cell Phone (Confiscation)	II	8	B	B	C/D/E	D/E/F	
11. Repeated violations of Category I	II	8	A	B	B	C	
12. Other	II	8	A	B	B	C	
14. Skipping/Cutting Class	III	10	B	B	C	C	F
15. Disorderly Conduct	III	10	B	B	C	C	F
16. Failure to identify self to school officials	III	10	B	B	C	C	F
17. Indecent Material	III	10	B	B	C	C	F
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
20. Leaving school grounds without permission	III	10	B	B	C	C	F
21. Lying	III	10	B	B	C	C	F
22. Misuse of school Material and Equipment	III	10	B	B	C	C	F
23. Not following request of school official	III	10	B	B	C	C	F
24. Trespassing	III	10	B	B	C	C	F
25. Skipping Assigned Detention	III	10	B	B	C	C	F
27. Other	III	10	B	B	C	D	F
28. Careless Driving/Speeding	IV	14	C	C	D	F	F
29. False Call/Forgery of Notes	IV	14	C	C	D	F	F
30. Disrespect to Faculty Members	IV	14	C	C	D	F	F
31. Other IV	IV	14	C	C	D	F	F

32. Theft 1	IV	21	E/I	E/I	F/I	G/I	G/H/I
33. Vandalism 1	IV	21	E/I	E/I	F/I	F/I	F/I
26. Use/Possession of Tobacco Products Policy	III	21	E/I	E/I	F/I	F/I	G/I
34. Gross Misbehavior	V	21	C	D	E	G	F
35. Harassment/Intimidation/Bullying	V	21	C	D	E	G	H
36. Insubordination	V	21	C	D	E	G	H
37. Fighting	V	21	C	D	E	G	H
38. Other	V	21	C	D	E	G	H
39. Theft 2	V	28	F/I	F/I	G/I	G/I	H/I
40. Vandalism 2	V	28	F/I	F/I	G/I	G/I	H/I
41. Indecent Behavior	VI	28	F	G	G	H	H
42. Open/Persistent Defiance of Authority	VI	28	F	G	G	H	H
43. Threatening Behavior	VI	28	F	G	G	H	H
44. Physical Assault	VI	28	F/I	G/I	G/I	H/I	H/I
45. Other	VI	28	G	H	H	I	H
46. Under the influence of Alcohol/Drugs	VI	50	J/I	H/I			
47.Possession of Alcohol/Drug Paraphernalia	VI	50	J/I	H/I			
48. Extortion	VII	50	G/I	G/I			
49. False Fire Alarm	VII	50	G/I	G/I			
50. Possession of Weapon other than Firearm	VII	50	G/I	G/I			
51. Possession or Use of Firecrackers	VII	50	G/I	G/I			
52. Terroristic Threats	VII	50	G/H/I	G/H/I			
53. Other	VII	50	G/I	G/I			
54. Selling, Giving or exchanging alcohol/drugs	VII	100	H/I				
55. Arson	VIII	100	H/I				
56. Bomb Threat	VIII	100	H/I				
57. Physical Assault (School Employee)	VIII	100	H/I				
58. Possession and/use of Explosives	VIII	100	H/I				

59. Use of any instrument as a weapon	VIII	100	H/I				
60. Possession of Firearm	VIII	100	H/I				
61. Other	VIII	100	H/I				

Section 12: SEXUAL ASSAULT, USE OF FORCE AND FIREARMS

In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

(1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

(2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the student brings such to school under the following conditions:

(1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
(2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
(3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.
(4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
(5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

Section 13: FIREARMS AND WEAPONS POLICY

It shall be the policy of Northwest High School, Hall County, District 82 to undertake all reasonable efforts to prohibit the unlawful possession, knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, and or in any other way transferring the possession of a firearm/weapon to a juvenile, and to prevent the unlawful possession of a firearm/weapon in school, on school grounds, in a school owned, leased, rental vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms/weapons to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corporation, peace officers, or other duly authorized law enforcement offices when on duty or training. Further nothing in this policy shall be construed to require school action when a firearm/weapon is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms/weapons contained within a private vehicle operated by a non-student adult when the firearm/weapons is not loaded, is encased, and is either in a locked firearm/weapon rack that is on a motor vehicle
or is in a case that is expressly made for the purpose of containing a firearm/weapon and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm/weapon exposed.

Any unlawful use or possession of a firearm/weapon as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as or otherwise authorized by law.

Section 14: SEXUAL HARASSMENT

Sexual Harassment is defined as unwanted and unwelcome verbal or physical sexual behavior. This type of behavior is inappropriate and is prohibited in school and at all school functions. Harassment by a student may result in disciplinary actions up to and including suspension and or expulsion from school. Students should report sexual harassment to teachers, counselors and or administrators.

Section 15: BULLYING
Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion. Students who are the victim of bullying or harassment, or who observe such occurring, are asked to promptly report such actions to teachers, counselors and or administrators. This policy was developed and is defined in the Nebraska statutes referenced in section 79-2, 137.

Section 16: POLICY / PROCEDURES TO PREVENT DATING VIOLENCE
Northwest High School provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. "Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. This policy was developed and is defined in the Nebraska statutes referenced in section 79-2, 141.

Section 17: DESTRUCTION OR LOSS OF SCHOOL PROPERTY
Students who lose, deface, damage, steal and or destroy school property will be required to make financial restitution and or be subject to disciplinary action, (I.E. loss of library privileges, loss of extracurricular eligibility, withholding of academic credits, detentions, in and or out of school suspension).

Section 18: PUBLIC DISPLAY OF AFFECTION
Physical contact between students in school, on school grounds, or at school activities is prohibited. This includes holding hands, embracing, kissing, etc.

Section 19: LAW VIOLATIONS
1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
   (a) Knowingly possessing illegal drugs or alcohol.
   (b) Aggravated or felonious assault.
   (c) Vandalism resulting in significant property damage.
   (d) Theft of school or personal property of a significant nature.
   (e) Automobile accident.
   (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 20: ATTIRE AND GROOMING
All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. Clothing should be of a size or design that keeps a student's shoulders midriff, back and undergarments covered at all times. (i.e. walking, sitting, raising arms or hand etc.) The administration may by regulation establish specific attire that is and is not permitted.

The following do not constitute acceptable school attire:
1. Shorts of such a length they may pose a disruption to the environment of the school.
2. Pajama pants, sleepwear, and biking shorts.

3. Clothing made of open mesh or sheer material that exposes undergarments or skin.
4. Clothing which is designed to expose undergarments such as sports bras, underwear.
5. Shirts, tops, blouses, sweaters, etc. that expose chest or cleavage.
6. Tops that expose the midriff, torso, chest or back.
7. Clothing with tears or holes that expose flesh or undergarments.
8. "Sagging" (slacks, pants, shorts, etc. must be worn on the hip). Belts must be tucked into all belt loops.
9. Bare feet, slippers, tap shoes, roller shoes, cleated shoes.
10. Articles which are unwashed and inappropriately soiled.
11. Articles which could cause damage to property; Example: cleats on shoes.
12. Jewelry that is offensive, distractive or may pose a safety hazard
13. Headwear, such as caps/hats/bandanas.
14. Clothing that displays wording and/or pictures that has implied, suggestive or double meanings.
15. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.

Teachers, coaches, sponsors may have additional requirements specific to their learning environment and/or activity.

The school dress code will be in effect during school hours. Students who violate the school's dress code will be required to change clothing, have their parents bring clothes to school, be assigned detention or in school suspension. Students dress and attire should not cause embarrassment or be offensive. Student dress and attire for school activities may be relaxed by the school administration. School administrators reserve the right to deny a student admittance to an extracurricular school activity based on a student's dress and or attire. Repeated violations of the dress code will result in disciplinary actions.

Final decisions regarding student attire and grooming will be made by the Northwest School Administration.

Section 21: CHEATING ON TESTS/COPYING

Students who cheat on tests, copy homework, plagiarize, text message, photograph and or scan test material, homework, research papers, etc. will receive zeros on said tests, quizzes, homework, etc. This includes students who give test answers, test material, homework, etc. to other students as well as the student receiving the material. A student may be given an alternative assignment / test, but the highest grade he / she can receive is a 50%. The administration, in conjunction with teachers, can treat certain issues differently on a case by case basis if deemed necessary by the administration.

Section 22: STUDENT CONDUCT AT SCHOOL ACTIVITIES

Students attending or participating in any school activity should conduct themselves in a manner that is in keeping with all rules of student conduct as listed in the student handbook. Students who are involved in disciplinary offenses at school sponsored activities may be suspended from school by the superintendent, principal, or assistant principal. Behavior prohibited at school activities includes but is not limited to:

1. Unsportsmanlike conduct involving; visiting school teams, coaches, or delegations; his or her own school teams, coaches, representatives or officials of school contest.
    a. Are prohibited from going onto the court or playing surfaces at any time including after the end of the game.
    b. Should realize that school authorities will take action against anyone who disobeys rules and regulations.
    c. Should know and demonstrate fundamentals of sportsmanship.
    d. Should cooperate with cheerleaders.
    e. Should exert positive peer pressure on fellow students whose conduct is unbecoming.
    f. Should respect property.
    g. Should respect the judgment of coaches and game officials.
    h. Should refrain from using abusive and or profane language as well as behavior that distracts or disrupts the activity.
2. Fighting, spit balling, water-pistols, water balloons, firecrackers, noisemakers.
3. Lewd, obscene gestures, language and or behaviors.
4. Disrespect for teachers, school officials and other school employees.
5. Any behavior that interferes, distracts or disrupts the activity and or creates a disturbance among spectators.
6. Failure to comply with requests or directions given by school staff.
7. Students who violate spectator guidelines may be barred from attending future events.

Section 23: PROCEDURES FOR SHORT-TERM SUSPENSION

The following procedures shall be followed with regard to any short-term suspension.

a. The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
c. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
d. Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's

conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

Section 24: PROCEDURES FOR LONG-TERM SUSPENSION, EMERGENCY EXCLUSION, EXPULSION OR MANDATORY REASSIGNMENT

The following procedures shall be followed with regard to any long-term suspension, emergency exclusion, expulsion or mandatory reassignment.

a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
   (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
   (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
   (3) A statement explaining the student's right to a hearing.
   (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
   (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Section 25: HEARING PROCEDURE

a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving

information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students

g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Section 26: GRIEVANCE PROCEDURE

Individuals not in agreement with a decision made by school officials may fill out a grievance form located in the principal's office. The grievance process begins the appeal procedure.

Definitions:

1. Grievance - Any claim by a student that there has been a violation, misinterpretation, or misapplication of school policies, or his/her individual rights to fair treatment of any established policy or practice. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf on the entire group.
2. Days - Shall mean calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedure time lines shall be by mutual agreement of the parties involved.
3. The grievance procedure may be amended in writing by mutual agreement of both parties with written evidence of said consent being presented by each party to the other.

4. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived.
5. Any student involved in a school activity may utilize the student grievance procedure if a decision of the sponsor/coach/or activities director results in suspension from such activity. Activity participation guidelines are found in the appropriate activities guideline booklet.

ARTICLE 8: ACADEMIC ACHIEVEMENT

Section 1: GRADUATION REQUIREMENTS

English	40 Credits	4 years
Social Science	30 Credits	3 years
(Students are required to have 5 credits of Government)		
Mathematics	30 Credits	3 years
Science	30 Credits	3 years
Practical/Fine Arts	20 Credits	
PE	5 Credits	
Health	5 Credits (beginning with the class of 2020)	
Oral Communication	5 Credits (beginning with the class of 2020)	

****Beginning with the graduating class of 2020 students are required to have 5 credits of PE and 5 credits of Health to graduate.**

All students must attain **two hundred and thirty five (235) total academic credits** through passing required and elective courses in order to fulfill minimum graduation requirements **(Starting with the class of 2018, students will be required to obtain two hundred and sixty (260) total academic credits).** Students must present evidence of **forty (40) hours of community service** completed prior to receiving their Northwest High School diploma. This represents ten (10 hours) of community service each year for grades 9 - 12. Completed community service documentation forms need to be turned into the counselor's office.

Section 2: GRADUATION EXERCISES

Participation in this event is a privilege. Students not meeting all graduation requirements are prohibited from participating in graduation ceremonies.

Section 3: MID-TERM GRADUATION

Any student who has fulfilled the requirements for graduation by the end of his or her seventh semester of attendance may be eligible for mid-term graduation. The student must have attended Northwest Public Schools at least one full semester prior to making application by the end of the first semester of his or her junior year to graduate mid-term, subject to administrative exception. Mid-Term graduates will be awarded a diploma at an informal ceremony at the conclusion of the first semester of their senior year. The following will apply to Mid-Term graduates:

1. Mid-Term graduates will no longer be considered Northwest students once they have received their diploma.
2. Non-participation in extracurricular activities.
3. Non-attendance of Prom/Winter Ball unless as a date.
4. No Spring Graduation ceremony.

Section 4: REGISTRATION

All students are required to register for seven classes unless otherwise approved by the Principal. Northwest operates on an eight period day. Class periods are 45 minutes in length. Students are prohibited from dropping classes or changing their class schedules after the first week of school. Students should consider the following when choosing courses:

1. Fulfillment of graduation requirements.
2. Variety of courses available.
3. Vocational plans for the future.
4. College entrance requirements.

Section 5: Grading Policy(This policy was developed jointly by the Administrative team of NWHS and the PLC Advisory Council). These policies are expected to be adhered to and carried out by all NWHS teachers.

Assessment/Daily Breakdown

There will be a 70% Assessment and 30% Daily Assignment/Assessment balance.

Tests and Retakes of Tests

*****Students should be encouraged to retake tests by all teachers, especially if students are failing the test.**

*****Some reteaching should occur before the student retakes the test.**

1. Multiple retakes of tests are permissible.
2. Retakes can only take place if student has completed the daily work, which could include a practice test.
3. Retakes of a test should occur within 2 weeks of taking the original test. (Teacher discretion on exceptions)
4. Students can earn up to 100% on test retakes.

Homework hand-in policy

1. All daily work or practice test, or both must be completed to be eligible to retake a test.
2. Homework can be redone to get points back. (Teacher discretion on allowing)

3. All work must be completed by the test date for that unit or chapter.
4. (Teacher discretion of exceptions)

Section 6: GRADING SYSTEM

All grades are given in percentages and recorded in official school documents. A percentage below 70 is failing and no credit is granted. Northwest's semester grading system is cumulative. The grade at the end of the 1st and 3rd quarter indicates academic progress to date. The semester grade continues from the percent earned the 1st or 3rd quarter. Final grades for the 2nd and 4th quarters indicate a student's total achievement throughout the semester. The semester grade is figured by counting the 2nd and 4th quarter grade as 90% and the semester exam as 10% of the final grade.

Passing, "P", but not graded designation may be given to a student whose honest effort is not sufficient to warrant a passing grade. Incomplete, "I", grade gives the student one month (30 calendar days) from the end of the marking period to complete necessary coursework. If a student fails to complete work within 30 days, his/her grade will be figured using zeros for incomplete work. A grade of incomplete may be given to a student if he or she has make-up work to do. Incompletes are only awarded after the 2nd and 4th quarters.

1. Students may declare a Pass/Fail option for one class, one semester only. Under certain circumstances, Juniors may be allowed to take the pass/fail option with administrative approval.
2. Students who utilize the pass fail option as juniors are prohibited from utilizing the pass/fail option their senior year. The pass/fail grading option only applies to weighted classes.
4. Students must declare their intent to utilize the pass/fail option by the end of the first quarter for first semester and end of the third quarter for second semester.

Section 7: ELIGIBILITY/FAILING POLICY

1. Accumulative course grades will be posted in PowerSchool on Monday by 8:00am of every school week beginning the 3rd full week of each semester. The ineligibility list will start over at semester.
2. The names of students who have grades below 70% will be distributed to all teachers, coaches and sponsors on Monday morning. Those who have two or more grades below 70% are considered ineligible for extracurricular activities. The first time a student will be placed on probation for that week. Each high school student will be placed on probation only once per semester.
3. Those students determined to be ineligible for the week will not be allowed to compete, perform or represent the school in any extracurricular activity during the week of ineligibility. *A week is considered Tuesday through Tuesday*. Ineligible students will practice with their activity groups.
4. Students who are failing a class will report for the week to that teacher during Advisement/Intervention to reconcile their failing grade. The student will first check in with their Advisement Teacher – in order for attendance to be recorded. If failing more than one class, the student will report to the class with highest grade which appears on the eligibility list for that week. If and when the grade is rectified, the student may report back their regular advisement teacher for the remainder of the week with the permission of both teachers, and/or, the student will report to the teacher of the next highest grade that appears on the eligibility list until that grade is rectified as well. Teachers may request that students stay after school (or make arrangements for the next day) at any time in order to provide additional assistance. Students who do not comply with these requests are subject to disciplinary action from the teacher and/or principal.
5. The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.
6. Students may be ruled ineligible if they are not in good standing (Behavior, Attendance, Detention time not served)
7. Eligibility standards do not apply for tryouts.
8. The following areas will not be under the full jurisdiction of the weekly ineligibility list. Students who are in band or chorus will be able to perform at NWHS school music activities as long as the activity is held at the Northwest Schools, due to the fact that this performance is part of the student's grade. Examples of this are school concerts and pep band. *Any performance outside of the school or hosted by Northwest such as Conference, District or State contest, and special performances such as jazz band, show choir, marching band, and musical will still follow the weekly ineligibility list.* These rules and regulations do not supersede other school policies.

Section 8: GRADING PERCENTILES

100-98 (A+) (4.0), 97-96 (A) (4.0), 95-93 (A-) (4.0). This grade indicates the student has given evidence of genuine interest in the subject and has done work in quantity and quality far in excess of the standard set forth as a satisfactory passing mark.

92-91 (B+) (3.0), 90-88 (B) (3.0), 87-86 (B-) (3.0). This grade indicates the student has given evidence of an awakening intellectual interest by doing work in quality and quantity above the standards set forth for a satisfactory passing mark.

85-83 (C+) (2.0), 82-81 (C) (2.0), 80-78 (C-) (2.0). This is a satisfactory grade and is acceptable for admission to universities and college. It indicates that the student acquired the necessary ability to proceed in the subject and can use his/her ability where applicable.

77-75 (D+) (1.0), 74-73 (D) (1.0), 72-70 (D-) (1.0). This grade indicates the student has not acquired the necessary ability to work efficiently or use his/her ability efficiently in work for the course. This grade is the lowest passing grade.

Below 70 indicates no credit is given toward graduation. It indicates the student has not achieved sufficient mastery skills and content to justify a passing mark.

Section 9: NEBRASKA STATE REPORT CARD
The Nebraska State Department of Education requires high schools to annually report student academic progress to the public. Student names are kept confidential when reporting student academic achievement scores. Student academic performance is reported to the Nebraska Department of Education by the following four categories:

1. BEGINNING
2. PROGRESSING
3. PROFICIENT
4. ADVANCED

Section 10: NINE WEEK REPORTS
Student grade and attendance reports are sent to parents at the end of every nine-week period. Nine week, quarter final tests may be given by teachers during regular scheduled class periods.

Section 11: WEIGHTED GRADES
The following courses are considered "weighted." A student's final grade for a "weighted" class is increased by 10% of the actual percent grade. A student's grade of 80% = 88% weighted. Weighted grades are used in determining a student's grade point average, class rank, and in awarding academic letters.

AP Calculus
AP English
AP History
Civil Engineering/Architecture
Engineering Design
Human Body Systems
Medical Interventions

Section 12: HONOR ROLL AND GRADE POINT AVERAGE
The following courses are excluded in determining a student's GPA:

Band	Career Exploration Project
Cooperative/Work Release	Musical Theatre
Physical Education Classes	Teacher Aide
Teacher Apprentice	Vocal Music
Courses taken at Central Community College	

Students must receive final grades of 86% or better in all other classes/courses to qualify for Honor Roll. Honor rolls are tabulated and announced at the end of each semester.

Section 13: ACADEMIC LETTERS
Students at Northwest High School may earn Academic Letters. Academic letters are awarded at Honors Convocation at the end of the school year. Students who earn academic honors are awarded a chenille letter. Academic pins are awarded to students who achieve academic letters multiple years.

Criteria for earning an academic letter:

1. A student in 9th grade must achieve a GPA of 93% or higher at the conclusion of one semester.
2. A student in 10th grade must achieve a GPA of 93% or higher at the conclusion of three semesters.
3. A student in 11th grade must achieve a GPA of 93% or higher at the conclusion of five semesters.
4. A student in 12th grade must achieve a GPA of 92% or higher at the conclusion of seven semesters.

Section 14: TRANSCRIPTS
A transcript of a student's credits will be sent, on request to colleges, technical schools or other authorized institutions through the school's registrar, located in the counseling office. Students and/or parents must sign a release/authorization form before the school will forward transcripts.

Section 15: POWER SCHOOL
"Power School" is an internet website that allows students and parents to access a student's, grades, attendance history, school lunch account balance, as well as email teachers via the internet. Families are assigned I.D. and PIN numbers to access "Power School." Please call the Central Office if you misplace or forget your PIN number.

Section 16: STUDENT GOVERNMENT
Students at Northwest High School are encouraged to actively participate in Student Council. Student Council affords students the opportunity to speak directly or through their representatives on school related issues. The student council is composed of students who represent individual grades. There are seniors, juniors, sophomores and freshmen, who are selected based upon the completion of an "election packet" and a student body election. (Except for incoming freshmen). Officers (President, Vice President and Secretary) are then chosen by the elected student council members. The election takes place in the spring.

Student Council is formed for the purpose of:

(1) Providing a representative body in which school policies, restrictions, and problems involving the student body may be discussed.
(2) Bettering relations between the administration and the student body.
(3) Aiding the student body when situations develop involving the school district and school administration. Students are encouraged to contact Student Council class representatives when concerns arise.

ARTICLE 9: DISTRICT, STATE AND FEDERAL PROGRAMS

Section 1: STUDENT FEE POLICY

The Board of Education of Northwest High School has adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge of fee to students.

Northwest High provides activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference of personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials, where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards, Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. - Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the policy should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12) Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a

musical instrument without charge is available under the District's fee waiver policy (Section 12) however; the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities - Specialized equipment or attire
Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire, equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular activities - Fee for participation
The District does generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. All fees shall be collected at $20 per NSAA activity for 0 - 12 students and $15 for Junior High/Middle School students. All participants in each organization will be assessed a $20 fee per organization. Students shall be required to participate in fundraising activities in order to participate in extracurricular activities. If fundraising is offered for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and shall share equally, in whatever funds they raise.

(6) Post secondary education costs
Students are responsible for post secondary education costs. The phrase "post secondary education costs" mean tuition and other fees associated with obtaining credit for a post secondary educational institution., For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post secondary educational institution. All post secondary courses held off local school property shall be billed directly to the student taking the course and payment shall be paid directly to the post secondary institution with no money flowing through the local district budget.

(7) Transportation Costs
Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of Student files or records
The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicated copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before and after school or pre kindergarten services
Students are responsible for fees required for participation in before and after school or pre kindergarten services offered by the district, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school
Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs
Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the student purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition program shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for student spectators attending extracurricular activities;
3. Materials for course projects, and
4. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch Program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this Section. Students or their parents must request a fee waiver prior to participation in or attending the activity, and prior to Purchase of the materials. Materials for course projects to be provided to free or reduced price lunch eligible students Shall be required to be approved by the administration in advance; the administration shall apply a standard based on Providing materials which are equitable to those purchased for comparable students.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from the student. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities,
2. Post secondary education costs, and
3. Summer school or night school.

Section 2: NORTHWEST HIGH SCHOOL HOT LUNCH PROGRAM

Northwest High School operates a hot lunch program and participates in the Federal Government's School Hot Lunch Program. Free and reduced priced meals are available through the Federal School Hot Lunch Program. Applicants for free and reduced priced meals are required to list their household income on their application form. Applications for free and reduced priced meals are available in the High School Office. Parents whose children have special dietary needs should contact the school.

Students purchase meals through an electronic account. Money is not accepted in the lunch line. Northwest High School does not use lunch tickets. Students are issued individual four digit lunch account numbers. Students from the same family share a single four digit family ID number unless otherwise requested by a parent. Money deposited into family accounts may be made with a single check. All meals or food items purchased through the school cafeteria must be prepaid. (No charging)

Northwest High School's lunch program is conducted as an "offer versus serve" program and is approved by the Nebraska Department of Education. "Offer versus serve" requires schools to offer a meat, vegetable, fruit, bread and milk with each meal. Students may elect to take five of the items offered or as few as three. Students who elect to take only three or four of the five items offered will be charged the full price of a regular meal.

Prices for school hot lunches are set annually by the Northwest Board of Education in conjunction with Federal & State School Hot Lunch Guidelines.

Lunch money is received in the High School Office prior to school starting at 8:10 a.m. and or after school until 4:00 P.M. Money deposited after 10:30 A.M. may not be credited to a student's account in time for his or her lunch period. Students must have money in their lunch accounts prior to making purchases in the lunch line. Students are responsible for keeping track of their lunch fund balances. Students should check their lunch account balances daily as they go through the lunch line.

Students are prohibited from using their lunch accounts to purchase food for other students. Parents who question their son's or daughter's lunch account activity or balance may call the school at 385-6398 between 7:45 a.m. and 4:00 p.m. Parents may also access their son's or daughter's lunch account on Power School. Parents are responsible for setting cafeteria purchase guidelines for their son or daughter.

Federal Government Hot Lunch Program regulations prohibit Northwest High School from selling pop, candy, gum, etc. during lunch periods. Students who are not eating lunch are to report to the old gym or cafeteria during their lunch period. Northwest High School is a closed campus. Students may not leave the building during their lunch period.

Non-Discrimination Statement: This explains what to do if you feel you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust_html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 3: ENROLLMENT OPTION
In 1989, the Nebraska Legislature passed a law that allows parents to choose the school district they want their children to attend. The law was designed to give parents the opportunity to choose the school system, which they feel might best meet the educational needs of their children. It is important to remember that option school districts may reject or limit requests for transfers based on school capacity and available programs. Enrollment Option applications forms, etc., are available in the Superintendent's office, online at <ginorthwest.org> or by calling 385-6394.

Section 4: TITLE IX NON-DISCRIMINATION
In 1972 Congress outlawed discrimination based on a person's sex. Title IX of the Educational Amendments Act of 1972 applies to students attending schools that receive Federal Funds. Title IX forbids schools from treating students differently based on their gender.

Under Federal Law schools cannot:

1. Provide separate classes or activities for male and female students.
2. Deny students the right to take a course because of his or her gender. For example, not allowing females to enroll in Shop class.
3. Apply different rules regarding physical appearance to male and female students.
4. Make different disciplinary rules or enforce them differently on the basis of gender.
5. Refuse to allow female students to take part in classes or activities because of pregnancy, unless other students with Temporary disabilities are so excluded. Student may voluntarily join special program of comparable quality to regular Classes.
6. Refuse to excuse absences because of pregnancy or refuse to allow female students to return to the same grade level Which they held when they left school.

Title IX Laws allow schools to:

1. Separate classes for sex education.
2. Separate students by gender within physical education classes for participation in contact sports such as football, basketball and wrestling.
3. Separate students with different levels of ability within physical education classes. (Ability requirements must be the same for both genders).
4. Provide separate teams for genders of contact sports and or any team sport in which students are selected to play on the basis of skill.

Section 5: PARENTAL RIGHT TO INFORMATION
Schools may release information to non-custodial parents of students. State statute identifies a parent as the person authorized to receive information such as grade reports, transcripts, attendance statistics, disciplinary information, progress reports, and other. A parent is a parent unless his or her status has been terminated by a court order. Non-custodial parents are still parents, unless there are specific restraints within a divorce decree stating that he/she should not have access to their child's school's records. Unless otherwise stated in the divorce decree, student records and information are available to both custodial and noncustodial parents. Non- custodial parents may request school information for their children in person or in writing through the Principal's Office.

Section 6: PARENT NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION
The No Child Left Behind Act of 2001 requires Northwest High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request

that Northwest High School not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Northwest High School will comply with any such request. Parents & students wishing to deny release of information to military recruiters or institutions of higher education may do so by contacting the Central Office.

Section 7: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Northwest High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northwest High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Northwest High School to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production
The annual yearbook
Honor roll or other recognition lists
Graduation programs
Sports Programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Northwest High School to disclose directory information from your child's education records without your prior written consent, you must notify the school's Central Office in writing by the end of the first week of the first semester, or for new students, within the first week of enrolment. Northwest High School has designated the following information as directory information:

Student's name	Participation in officially recognized activities and sports
Address	Telephone listing
Electronic mail address	Weight & height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date & place of birth	The most recent educational agency or institution attended
Major field of study	Dates of attendance
Grade level	

Section 8: SPECIAL EDUCATION TESTING AND SERVICES

Northwest High School offers special education diagnostic testing and programs for students who; are academically at risk, are performing below their grade level, and or have a physical handicap. Parents who have questions about Special Education testing or available programs that may benefit their son or daughter should contact their son or daughter's teacher, counselor, or principal.

Section 9: PARENT NOTICE CONCERNING STAFF QUALIFICATIONS:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Northwest High School will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teacher certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Northwest upon request will tell parents if their child is being provided services by a paraprofessional and the qualifications of the paraprofessional.

A request for information should be made to an administrator in your child's school building. The information will be provided in a timely manner. Finally, Northwest High School will also give timely notice to parents of students who have been assigned, or taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Parent Notice Concerning Staff Qualifications if Student is Taught for Four or More Consecutive Weeks by a Teacher Without Required

Parents of students in Northwest High School programs funded under the No Child Left Behind Act of 2001, have the right to know the professional qualifications of teachers. The No Child Left Behind Act requires schools to notify parents in a timely manner when a teacher without required qualification has been assigned to teach their child. Parent notification of teacher qualifications will include the teacher's type of teaching certificate, specific teaching endorsements, and educational credentials.

Section 10: STUDENT PRIVACY PROTECTION

It is the policy of Northwest High School to protect the privacy of students in accordance with all applicable Federal and State Laws. Student privacy is governed by the following School District Policy:

A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
Parents shall have the right to inspect, upon request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed to their child.
B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."
C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other education responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.
D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."
E. Protection of Student Privacy in Regard to Personal Information Collected from Students
The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.
F. Parent Access to Instruments used in the Collection of Personal Information
While the general practice of the District is to not engage in the collection, disclosure, or use of personal information, collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member of program responsible for the collection, disclosure, or use of student personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.
G. Annual Parental Notification of Student Privacy Protection Policy
The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.
H. Notification to Parents of Dates of and Right to Opt-Out of Specific Events
The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use

of personal information collected from students for the purpose of marketing or for selling that information);

2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students.

(Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the afore listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

I. Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be "sensitive": for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behaviour or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behaviour;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

Section 11: HOMELESS STUDENTS POLICY

Homeless Children

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students

It is the District's policy and practice to ensure that homeless children are not stigmatized or desegregated by the District on the basis of their status as homeless.

Homeless Coordinator

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that - (i) homeless children are identified by school personnel; (ii) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (iii) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (iv) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (v) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (vi) enrollment disputes are mediated in accordance with law; and (vii) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed.

Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either (i) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (ii) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (i) if the homeless child's school of origin is in the Northwest High School District, and the homeless child continues to live in the Northwest High School District, transportation to and from the school or origin shall be provided by the Northwest High School District; and (ii) if the homeless child lives in a school other than the Northwest High School District, but continues to attend the Northwest High School District based on it being the school of origin, the new school and the Northwest High School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

School District based on it being the school of origin, the new school and the Northwest High School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12: PARENTAL INVOLVEMENT IN SCHOOLS

It is the policy of the Northwest High School, District 82, Hall/Howard/Merrick Counties to foster and facilitate, to the extent appropriate, parental/guardian information about and involvement in, the education of their children.

Northwest High School after having conducted a public hearing concerning parental/guardian involvement and participation, herewith declares that it shall be the policy of Northwest High School to provide full access at reasonable times to the parent/guardian of any student of Northwest High School to review textbooks, tests, curriculum materials, records of student of any such parents/guardian, unless otherwise prohibited by law, and to any surveys of students done by Northwest High School.

A. Textbooks, test, and other curriculum materials used in the Northwest High School are, and shall be, available for review by parents/guardians at Northwest High School upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by Northwest High School, parents/guardians wishing to review such items must govern their requests accordingly.
B. Parents/guardians wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents/guardians attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
C. Northwest High School will excuse students from testing, classroom instruction, and other school experiences, upon parental/guardian request, only under circumstances required by law. Parental/guardian requests must be in writing and submitted to the proper teacher and administrator within a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to Northwest High School that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.
D. Parents/guardians and others will be provided access to records of students according to law (Family Educational Rights & Privacy Act, 20 U.S.C., 1232 G or 79-4, 157, R.R.S.).
E. Testing shall occur in Northwest High School as determined appropriate from time to time by school district staff to assure proper measurement of educational progress and achievement.
F. Participation in surveys of students shall occur in Northwest High School.

Section 13: NEED HELP?

Heartland United Way, AIRS (Alliance of Information and Referral Systems) and the Central District Health Department have established "2-1-1" in Hall, Howard, Hamilton and Merrick Counties to connect people with community services and volunteer opportunities in their local area. The 2-1-1 hotline operates 24 hours a day, seven days a week 2-1-1 and provides callers with information about how to access services for every day needs when in times of crisis. The numbers 2-1-1 can offer access to the following types of services:

1. Basic Human Needs Resources: food banks, clothing closets, shelters, rent assistance, utility assistance.
2. Physical and Mental Health Resources: health insurance programs, Medicaid and Medicare, maternal health, Children's Health Insurance Program, medical information lines, crisis intervention services, support groups, counseling, drug and alcohol intervention and rehabilitation.
3. Employment Supports: financial assistance, job training, transportation assistance, education programs.
4. Support for Older American and Persons with Disabilities: adult day care, congregate meals, Meals on Wheels, respite care, home health care, transportation, homemaker services.
5. Support for Children, Youth and Families: childcare, after school programs, Head Start, family resource centers,

summer camps, and recreation programs, mentoring, tutoring, protective services.

6. Volunteer Opportunities and Donations. This service connects individuals and families in need with appropriate community based organizations and government agencies. Help is a phone call away.

Legal Reference: Student Discipline Act, Ne. Rev. State. 79-254 to 79-296, Ne. Rev. State. 79-201 to 79-209, No Child Left Behind Act of 2001, Title IV; 20 U.S.C. 7101 et seq. and 7151.Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296 Adopted June 11, 2012

RECEIPT OF THE 2016-2017 STUDENT HANDBOOK
OF NORTHWEST HIGH SCHOOL

This signed receipt acknowledges receipt of the 2016-2017 Parent-Student Handbook of Northwest High School. The receipt acknowledges understanding that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. The receipt also serves to acknowledge understanding that the district's policies of non-discrimination and equity exist in the 2016-2017 student handbook, and that specific complaint and grievance procedures exist therein which should be followed and used to respond to any complaints of harassment or discrimination.

This signed receipt further acknowledges receipt of the District and Personal Technology policies in the Parent-Student Handbook. The parents (check one) _____DO or _____DO NOT give permission for the student to access network computer services and accept responsibility for such use and any consequences and liability, and the student agrees to fully comply with such policy.

Drug-Free Schools Statement: This receipt shall also serve to demonstrate that you as parent or guardian of a student attending Northwest High School have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol or being under the influence thereof on school premises or as a part of any of the school's activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are student attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, distribution, or being under the influence of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Please check that you reviewed the Student Handbook.

_____ We reviewed the Student Handbook and agree to follow the procedures and rules established by Northwest Public Schools

The Student Handbook can be viewed online at www.ginorthwest.org.

Printed student name_____

Student signature_____ Date_____

Parent or legal guardian signature _____ Date_____