

# NORTHWEST HIGH SCHOOL

4901 W Holdrege Street | Lincoln, NE 68524 | 402.436.1314



STUDENT HANDBOOK  
**2022 - 2023**

**Our vision** is to create a school culture where all staff and students are respected as a community of learners for their uniqueness and creativity in a safe and equitable learning environment.



All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.

<b>LINCOLN NORTHWEST HIGH SCHOOL STAFF</b>	
<b>Cedric Cooper</b>	Principal
<b>Heather Steiner</b>	Associate Principal
<b>Sharilyn Bullock</b>	Associate Principal
<b>Rob Psencik</b>	Athletic Director
<b>Tracy Nelson</b>	Special Education Coordinator
<b>Terri Griffin</b>	Executive Secretary
<b>Vicky Fillipek</b>	Athletic Secretary
<b>Donna Pelc</b>	AP/Attendance Secretary
<b>Kate Smith</b>	Registrar/Counseling Secretary
<b>Kathryn McReynolds</b>	Special Education Secretary
<b>Jamie Peckham</b>	Computer Technician
<b>Sara Crandall</b>	School Social Worker
<b>Micheale Marcus</b>	School Psychologist
<b>Anna Hower</b>	Speech-Language Pathologist
<b>Lori Kampsnyder</b>	School Nurse
<b>Michael Dudek</b>	Head Custodian
<b>Patrice Rabidal</b>	Assistant Custodial Supervisor
<b>Erika Miller</b>	Cafeteria Manager
<b>ADMINISTRATORS</b>	
<b>A - M</b>	Heather Steiner
<b>N - Z</b>	Sharilyn Bullock
<b>SPECIAL EDUCATION</b>	
<b>A - Z</b>	Tracy Nelson
<b>DEPARTMENT CHAIRS</b>	
<b>Megan Cherry</b>	Art
<b>Joyce Sadd</b>	Business
<b>Maggie Deshaine</b>	English
<b>Rachel Hruza</b>	Family & Consumer Science
<b>Jamie Policky</b>	Industrial Technology
<b>Joey Plaster</b>	Mathematics
<b>Brenda Broeker</b>	Media
<b>Rob Salistean</b>	Music
<b>Todd Ekart</b>	PE/Health Education
<b>Cindy Larson-Miller</b>	Science
<b>Lindsay Pierce</b>	Social Studies
<b>Peggy Snurr</b>	Special Education
<b>Brooke Sharpe</b>	Counseling
<b>Alexandra Van Zandt</b>	World Language



## BELL SCHEDULE

(Bell Schedule is subject to change)

### BELL SCHEDULE

<b>00</b>	.....7:00 - 7:45 a.m.
<b>01</b>	..... 8:00 - 9:32 a.m.
<b>02</b>	..... 9:37 - 11:09 a.m.
<b>03</b>	..... 11:14 - 1:23 p.m.
<b>1ST Lunch</b>	.....11:14 - 11:44 p.m.
<b>2ND Lunch</b>	..... 12:02 - 12:32 p.m.
<b>04</b>	.....1:28 - 3:00 p.m.

### PLC EARLY RELEASE SCHEDULE

<b>00</b>	.....7:00 - 7:45 a.m.
<b>01</b>	.....8:00 - 9:10 a.m.
<b>02</b>	..... 9:15- 10:25a.m.
<b>Advisory</b>	.....10:25- 10:55a.m.
<b>03</b>	..... 11:00 - 12:45 p.m.
<b>1ST Lunch</b>	..... 11:00 - 11:30 p.m.
<b>2ND Lunch</b>	..... 11:37 - 12:07 p.m.
<b>04</b>	.....12:50- 2:00 p.m.

## BLOCK SCHEDULE

Lincoln Northwest offers a 4x4 block schedule where students have four classes that meet each day for 92 minutes. This extended amount of time in class each day allows for semester classes to be completed in a single quarter at Northwest. Fewer classes in a day also allow for greater focus on each class, less time that must be dedicated to daily homework, giving more time to participate in extracurricular activities and opportunities for community involvement.



# 2022-2023 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 4/20

**JULY** 2022

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						

**JANUARY** 2023

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	

**AUGUST** 2022

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FEBRUARY** 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**SEPTEMBER** 2022

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MARCH** 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**OCTOBER** 2022

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL** 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**NOVEMBER** 2022

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY** 2023

S	M	T	W	T	F	S
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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		

**DECEMBER** 2022

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

**JUNE** 2023

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates      □ Quarter end dates

Rev. 4/8/22

## GRADUATION DATES

**Thursday, May 18, 2023:** Yankee Hill Program  
**Thursday, May 18, 2023:** Independence Adacemy  
**Thursday, May 25, 2023:** Bryan Community Focus Program  
**Friday, Saturday and Sunday, May 26-28, 2023**  
 Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

**Calendar Options for Families:** The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

**Note:** Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.



## SPECIAL DATES

### 1<sup>ST</sup> SEMESTER

#### AUGUST

- 15** .....1st Day of School for ALL 9th Graders
- 16** ..... 1st Day of School for 10th-11th Grade
- 22** ..... Falcon Fest

#### SEPTEMBER

- 5** ..... NO School
- 12** ..... Parent Teacher Conferences (4:00 pm-7:00 pm)
- 21** ..... Honors Convocation (10th and 11th)
- 30** ..... Homecoming Game @ 7:00 pm

#### OCTOBER

- 1** ..... Homecoming Dance (7:00 pm-10:00 pm)
- 13-14** ..... Finals
- 15** ..... PSAT Test
- 17-18** ..... Fall Break

#### NOVEMBER

- 3** ..... Pre-ACT Test (only 10th graders report to school)
- 14** ..... Parent Teacher Conferences (4:00 pm-7:00 pm)
- 23-25** ..... NO School

#### DECEMBER

- 21-22** ..... Finals
- 23** ..... First day of LPS Winter Break

#### JANUARY

- 2-3** ..... No School
- 4** ..... Start of Quarter 3
- 16** ..... NO School

#### FEBRUARY

- 6** ..... Parent Teacher Conferences (4:00 pm--7:00 pm)
- 9** ..... Honors Convocation (9th, 10th, and 11th)
- 20** ..... NO School

#### MARCH

- 9-10** ..... Finals
- 13-17** ..... NO School

#### APRIL

- 3** ..... Parent Teacher Conferences (4:00 pm-7:00 pm)
- 4** ..... ACT Test (only 11th graders report to school)
- 7** ..... NO School
- 8** ..... Junior Prom (8:00 pm-11:00 pm)
- 10** ..... NO School
- 28** ..... NO School

#### MAY

- 24-25** ..... Finals
- 25** ..... Last day of school

## OUR MISSION

Lincoln Northwest's mission is to empower Falcons to RISE beyond their highest potential by nurturing a diverse community, providing unique learning opportunities, and respecting individual differences.

## CORE VALUES

### COMMUNITY

LNW will be a community of learners by developing authentic relationships while fostering kindness, trust, and transparency in order to celebrate the diversity of students, staff, and community members.

### OPPORTUNITY

LNW will continuously explore equitable opportunities that challenge and encourage us to grow, succeed, and embrace diversity both inside and outside the classroom.

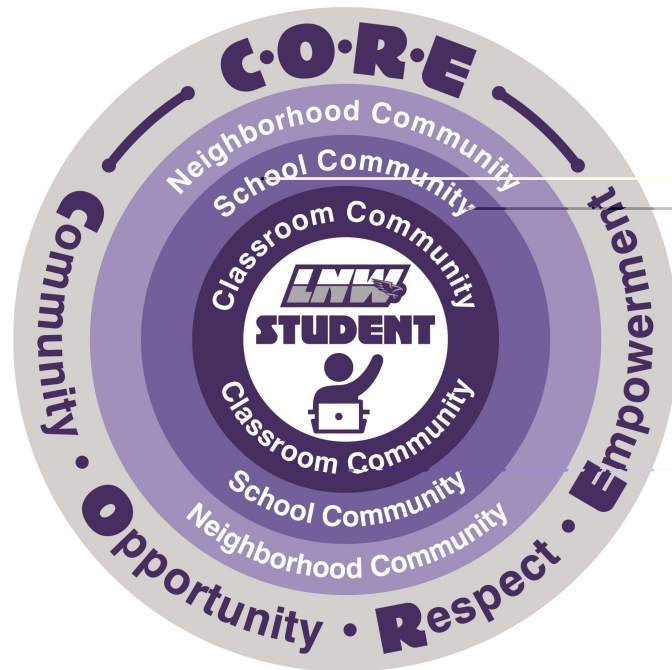
### RESPECT

As Falcons, we honor individual differences and celebrate collective success, thus creating an environment where everyone feels valued and respected

### EMPOWERMENT

LNW embraces the cultural diversity of our community while boldly facing challenges and supporting each other through difficult moments.

## SCHOOLWIDE EXPECTATIONS



## HEALTH SERVICES

The health office staff provides health counseling, administers first-aid for injury or emergency situations, and assists students requiring medication/treatment. All students are required to scan their ID to check-in upon entering the health office and to scan their ID to check out when leaving. Students must have a pass when traveling to and from the health office.

Medication given at school must have parent/guardian written consent prior to administration. Also, a physician's (or other licensed prescriber's) authorization is required for medication to be given at school for all prescription and over-the-counter medication. The prescriber's authorization may be on the pharmacy label attached to the bottle, or in the case of over-the-counter products, by a separate prescription provided to the health office.

Any student injured during the instructional day in the school building or on the school's grounds must report to the health office so first aid can be provided. If the injury is more severe, the nurse will be notified to go to the student and an assessment will be made before the student is moved. Families will be notified of serious injuries.

Acetaminophen and ibuprofen may be provided to students in the health office after written parent/ guardian consent is received in the health office. Written parent/guardian consent is good for the current school year and must be renewed every year.

## LIBRARY/COMPUTER LAB

The Northwest High School Library and Community Computer Lab are open daily for student use. All students are welcome to use the resources available in the library. For daily hours, or to search the online catalog and database, please visit our website at <https://lnw.lps.org/>.

Students are required to scan their student ID upon entering. Students must present a pass at the front desk when entering the library during scheduled class times. Students are expected to follow all Northwest school-wide behavior expectations while in the library.

Due to the Child Internet Protection Act (CIPA) and bandwidth limitations, students are asked to refrain from the following activities:

- Playing games
- Using social media
- Downloading software
- Watching non-educational video clips

Using a proxy to access these activities is in violation of the Child Internet Protection Act and district policy. Students and staff are also expected to follow LPS District Computer Use Guidelines. Personal printing carries a required charge of five cents per page, but there is no charge for printing class assignments.

## HALLWAY PROCEDURES

Any student who is in the hallway during scheduled class times must be in possession of a pass that is visible. This includes student assistants, students using the bathroom, students reporting to the office, and students working in the hallway.

All students must have their current Northwest ID on their bodies. This is in line with LPS Policy 6412, which requires all high school students to visually display their official LPS student photo ID cards. The ID must be visible at all times and cannot be in a student's wallet, backpack, or any other place that is not visible to staff members who pass them in the hallways.

## DRESS EXPECTATIONS

Lincoln Northwest students are expected to dress in a manner that is appropriate for the school environment. Headwear is allowable as long as it follows other areas of the dress code and the student is easily identifiable. Students may wear hoodies but must keep the hood off their heads. Students may be asked to remove headwear that interferes with the learning process. Inappropriate items include, but are not limited to:

### BANNED CLOTHING ITEMS

- Clothing that promotes illegal activities such as alcohol, drugs, or violence
- Clothing, jewelry, or accessories that could be used as a weapon
- Clothing with sexual references
- Clothing that shows an excessive amount of bare skin and/or undergarments
- Clothing that is gang-related or could reasonably be perceived as gang-related
- Clothing or items that could be distracting to the school environment
- Clothing with language that is vulgar or crude

### SPECIFIC EXAMPLES

- Items depicting beer or liquor labels
- Items with images of marijuana or other drugs
- Items with images of smoke, cigarettes, or joints
- Items with images of guns or knives
- Pocket knives
- Brass knuckles
- Spikes
- Images of partially clothed individuals
- Images portraying sexually explicit behavior
- Shirts that show a student's midriff
- Shorts/skirts that are an inappropriate length
- Pants that show underwear/boxers
- Bandanas
- Items with gang-related tags/names
- Belt buckles with gang-related insignia
- Blankets
- Pillows
- Animal tails & ears
- Curse words
- Inappropriate images

## MENTAL HEALTH AND WELLBEING

At Northwest, we recognize that there are many factors and situations that can make learning more difficult for students. Our Northwest Counseling Team is knowledgeable about these barriers and works with students, families, other school staff, and community agencies to identify resources and strategies to help solve problems. This may include:

- Connecting families to assistance for food, clothing, or housing needs
- Providing referrals to medical and mental health providers
- Meeting with students who are unable to focus in the classroom due to a difficulty or crisis
- Checking in on students who need support during challenging times
- Collaborating with parents, teachers, staff, and community providers around individual student needs while at school

Our counseling team consists of school counselors and social workers. School counselors are professional student advocates who provide the support that addresses academic, career, and social-emotional development. School social workers are licensed, mental health professionals. You can connect with your Northwest High School counseling team by visiting <https://home.lps.org/lnwcounseling/>, or by stopping by the Northwest Counseling Center. Students are asked to make an appointment to visit with their counselor unless the need is urgent. If you need support in any way, our counseling team is available to partner with you.

## ELECTRONIC DEVICE POLICY

Students can use their electronic devices before and after school, between classes, and during lunch. As soon as class begins, they are expected to silence and put away their electronic devices from bell to bell (this includes cell phones, smart watches, earbuds, etc.). They should not be visible or used in class unless the teacher permits them for academic purposes. Students may not use cell phones to record or take pictures of other students, staff, or other school community members at any time during the school day.

If a student's electronic device goes off in class or is being used without permission, the teacher has the right to confiscate the device. The teacher will keep the device, have a restorative chat, and give the phone back at the end of the period. The 3rd Violation of Cell Phone Policy will result in the confiscation of the cell phone by an administrator and a parent meeting will be requested.

Lincoln Northwest High School will not be responsible or liable for the theft, loss, damage, destruction, misuse, or vandalism of any student's electronic device brought onto LNW property. By bringing this item to school, students take 100% responsibility for the item's safety.

## CAFETERIA EXPECTATIONS

### ENTRY

- All 9th and 10th graders are required to eat on-campus for lunch.
- Students may eat lunch in the cafeteria or commons.
- Students must display their ID when going through the lunch line.
- Students must wait in line. Joining friends nearer to the front of the line is not appropriate.

### DURING LUNCH

- All students must be seated during lunch. Students should not walk around and move from table to table.
- Accidents happen. Students should report any spills that may occur so a staff member can assist the student in the cleanup.
- Items, including food, should not be thrown, flicked, or kicked.

### EXIT

- Students should stay seated until dismissed at the end of the lunch period.
- Students should appropriately dispose of any garbage and recycling, and stack trays in a designated area.

## REPAIRING HARM FROM INAPPROPRIATE BEHAVIORS IN THE

### CAFETERIA

- Students may be required to perform lunch duty for one or more days.
- Students may be banned from the cafeteria for one or more days.
- Repeated or excessive misbehavior may result in other consequences.

## TARDY POLICY

Students are expected to be inside the classroom when the bell rings. To ensure the safety of our students, all teachers are asked to shut and lock their doors after the bell rings. A student who arrives at class after the bell rings will be expected to enter the classroom without causing a disruption. Any student who is found in the hallway more than three minutes after the bell has rung will be escorted to class by an adult. Disciplinary steps for excessive tardies may be taken as deemed appropriate.

## ACADEMIC INTEGRITY

Lincoln Northwest students are expected to be honest and truthful in presenting their work.

### CHEATING

The following actions are considered cheating and are not acceptable when submitting assignments or assessments for class credit:

- Copying from someone else's work on a test, quiz, or assignment
- Allowing another student to copy your work
- Completing work for another student
- Presenting materials on any assignment or test as your work when it is the work of another person or source
- Passing answers from a quiz or test to another student in the same class or another class

### PLAGIARISM

Plagiarism is a serious form of cheating. Without adequately crediting the source, the using material (words, ideas, images, or data) from a website, book, periodical, or another resource is not acceptable.

**The following actions are considered plagiarism and are therefore unacceptable:**

- Using the words and research of any author or source without the proper use of quotation marks, footnotes, and a Works Cited page (ask your teacher what form of citation documentation is required on a particular assignment)
- Cutting or pasting passages from a website or other source into the text of your writing and representing it as your own original work • Copying words from a print source and representing it as your own • Closely paraphrasing or revising the words from any source as a form of less obvious copying
- Purchasing, downloading, or borrowing papers or other assignments from the internet, by mail, or another student or resource

**If a student is caught cheating or plagiarizing:**

1. Students will receive due process. The teacher has a private conversation with the student to explain what they observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if they believe the student was cheating. If the teacher decides the student is cheating, the teacher must write a discipline referral.

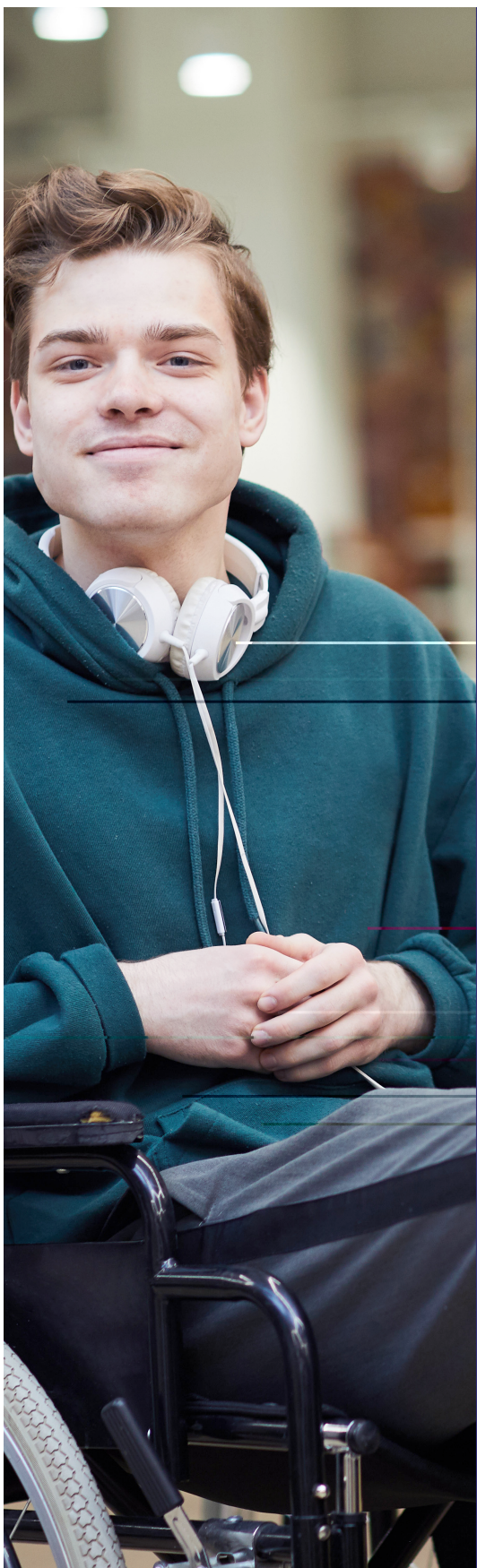
## TEACHER/STAFF AUTHORITY

Teachers and staff have the authority to warn and correct students for misconduct anywhere in the school building, on the school grounds, or at school-sponsored functions. Students are expected to show respect and cooperation to staff members dealing with problem situations. Staff members are expected to provide corrective behavior support to students in a respectful and equitable manner.

## LINCOLN NORTHWEST ATTENDANCE POLICIES

Regular attendance is important for students to succeed in school. Students are expected to be in all of their classes on time. The first class of the day begins at 8:00 a.m. and students are allowed to enter the building as early as 7:00 am. Between classes, students are given five minutes to get to their next class. It is the expectation that students are in their classrooms prior to the tardy bell ringing. A family meeting to develop a support plan will take place for any student with chronic attendance issues.





2. Teacher calls home and informs parents.
3. Administrator will meet with the student to process the referral.
4. Administrator will assign appropriate consequences.
5. Students will be expected to complete the original assignment or an alternative assignment/form of the assessment, for full credit, at a time decided upon by the teacher or administrator. In addition, the student will complete the “Cheating Plagiarism Assignment and Goal Setting” worksheet and review the responses to the questions with an administrator.
6. In the case of multiple events, additional and more severe consequences will follow.

## **GRADING CONSIDERATIONS**

### **SATISFACTORY/UNSATISFACTORY (PASS/FAIL) GRADES**

Each student shall be limited to elect a Satisfactory/Unsatisfactory (S/U) mark for ten credit points of course work in any one semester and a maximum of thirty credit points of course work in grades nine through twelve. Courses taken for marks of S and U shall not be included when computing the honor roll and may affect a student’s eligibility for academic honors.

### **INCOMPLETE GRADES**

When a student and a teacher are in agreement that a course, which has not been completed during the lotted time, could successfully be completed within an extended time period, an Incomplete Contract may be developed to provide this time. This contract must include a description of the required work and a deadline for completion. If the above portions of the contract are not met, an “F” for the course will be recorded on the student’s transcript.

### **WEIGHTED GRADES**

Weighted grades are given for some identified, district-wide courses. Courses that offer weighted grades are selected by the district and reviewed yearly. Only a grade of “C” and above will be weighted in these courses.

### **GRADES WHEN WITHDRAWING FROM CLASSES**

The District policy regarding grading options for students who drop a class is as follows: If a student withdraws from a semester or quarter class during weeks one through three of the class, no notation goes on their cumulative record (transcript). If a student withdraws during weeks four through five of a semester class (completed in one quarter at Northwest) or weeks four through eleven of a traditional semester class (“skinny”), a “W” will be placed on the student’s record. If a student withdraws during weeks six through nine of a semester class (completed in one quarter at Northwest) or weeks twelve through eighteen of a traditional semester class (“skinny”) an “F” will be placed on the student record unless approval is granted for either a “W” or an “INC” to be placed on the student record. Approval is granted by the principal or designee.

## PROCESS FOR WITHDRAWING FROM CLASSES

If a student decides to withdraw from a class after the first day of the quarter, the student must initiate this process with their counselor. Parent/guardian permission is required to drop a class after the class has started.

## INDEPENDENT STUDY

All students planning to take Independent Study must complete a contract for Independent Study. The agreements must be submitted for approval before the end of the fourth week of the semester. The forms and procedures for Independent Study are available in the Counseling Center.

## ACADEMIC HONORS

Effective for the class of 2021, the Laude Latin model will be used to recognize academic excellence at the conclusion of a student's high school career. Students will work to compete against the criterion for academic honors – rather than other students.

A student's cumulative weighted GPA will be used to determine the level of honor on a student's high school transcript and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

### HONOR ROLL

To qualify for the honor roll, a student must have earned a GPA of 3.50 or higher while enrolled in a minimum of 30 graded credits during a traditional semester (Q1 and Q2, or Q3 and Q4). Credit earned in classes taken for S/U marks will not be included when computing the honor roll. This includes student assistant and work experience. Four categories of academic achievement will be recognized on the honor roll:

- 1 Honor Roll: Students with a weighted GPA of 3.5 to 3.749 on a 5.0 weighted scale.
2. Honor Roll with Distinction: Students with a weighted GPA of 3.750 to 3.999 on a 5.00 weighted scale.
3. Honor Roll with High Distinction: Students with a weighted GPA of 4.000 to 4.249 on a 5.00 weighted scale.
4. Honor Roll with Highest Distinction: Students with a weighted GPA of 4.250 and above on a 5.00 weighted scale.

### GRADUATION HONORS

A student's final cumulative GPA will be used to determine the level of honor on the high school transcript, diploma, and for academic recognition at commencement exercises. Graduation honors will be determined following the second to last quarter of high school, and the student is required to graduate by the end of the next quarter.

The following three levels of academic honors will be used:

1. SUMMA CUM LAUDE “with highest distinction”: Students with a cumulative weighted GPA of 4.250 and above on a 5.00 weighted scale.





# GRADUATION DEMONSTRATION REQUIREMENTS

The Lincoln Board of Education adopted graduation demonstration requirements to ensure that all students who graduate from high school are skilled in reading, writing, and math. A graduation demonstration is evidence that a student has reached an expected level of achievement; the evidence of getting that desired level may be test scores and coursework. Please visit the Northwest Counseling Center website at <https://home.lps.org/lncounseling/> for more information on graduation requirements.



2. MAGNA CUM LAUDE “with great distinction”: Students with a cumulative weighted GPA of 4.000 to 4.249 on a 5.00 weighted scale.
3. CUM LAUDE “with distinction”: Students with a cumulative weighted GPA of 3.750 to 3.999 on a 5.00 weighted scale.

The will provide documentation of class rank based on cumulative weighted GPA for students if needed for a post-secondary institution’s application process. This request is made to the high school principal in writing or by email by either the student or the student’s guardian. Computing Services will provide documentation of the student’s class rank.

## LINCOLN PUBLIC SCHOOLS DISTRICT-WIDE ATHLETIC/ ACTIVITIES CODE OF CONDUCT

A copy of the Athletic/Activities Code of Conduct can be found on the LNW website under Activities/Athletics at: [lnw.lps.org](http://lnw.lps.org), the document will be labeled Online Participation Packet (Refer to policies 6700 and 6740).

### ALCOHOL, DRUGS, AND TOBACCO

The possession, use, selling, or distribution of alcohol, drugs, tobacco, and/or look-alike substances is prohibited and disciplinary action will be taken, which may result in suspension. Drug dogs may be used to help ensure a safe environment.

### CONSEQUENCES

(Refer to Regulation 6740.2)

Students who violate the Code of Conduct or coach or sponsor rules or regulations may be disciplined by suspension for up to one calendar year from the date of the finding of violation.

### ALCOHOL, TOBACCO, AND DRUG VIOLATION CONSEQUENCES

**First Offense - Self-Report:** The student will be ineligible for 14 calendar days of interscholastic competition/performance with a minimum of the next two competitions/ performance dates. During the suspension, the student must schedule a meeting with the school’s School Community Intervention Program (SCIP) coordinator and complete an assigned drug education course.

**Non-Report:** The student will be ineligible for 21 calendar days of interscholastic competition/performance with a minimum of the next three competitions/performance dates. During the suspension, the student must schedule a meeting with the school’s SCIP coordinator and complete an assigned drug education course.

**Second Offense - Self-Report:** The student will be ineligible for 28 calendar days of interscholastic competition/performance with a minimum of the next four competitions/performance dates.

**Non-Report:** The student will be ineligible for 42 calendar days of interscholastic competition/performance with a minimum of the next six competitions/performance dates.



**Next Offense:** The student will be ineligible to participate for one calendar year. If an additional violation occurs within that suspension year, suspension dates will be adjusted and based on that subsequent violation showing one calendar year from that last violation.

#### **PROCEDURES FOR SUSPENSION**

**(Refer to Regulation 6740.1)**

Students may be suspended by the principal or his/her designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Lincoln Board of Education or the administrative staff of the school.

## **NORTHWEST FALCONS ATHLETICS/ACTIVITIES**

If students meet the eligibility requirements, they may compete on Northwest's Varsity, Junior Varsity, Reserve, or Freshman teams depending on their year in school and ability to perform at the required level. All information concerning athletic teams can be obtained from the Athletic Office or online at <http://lnw.lps.org/>.

#### **ATHLETIC/ACTIVITIES ELIGIBILITY**

Students should know all rules of the Nebraska School Activities Association and Lincoln Public Schools which affect their opportunity to participate in competitive activities at Northwest High School. Read the rules carefully. If you have questions, consult your coach, the Athletic or Activity Director, or your school counselor.

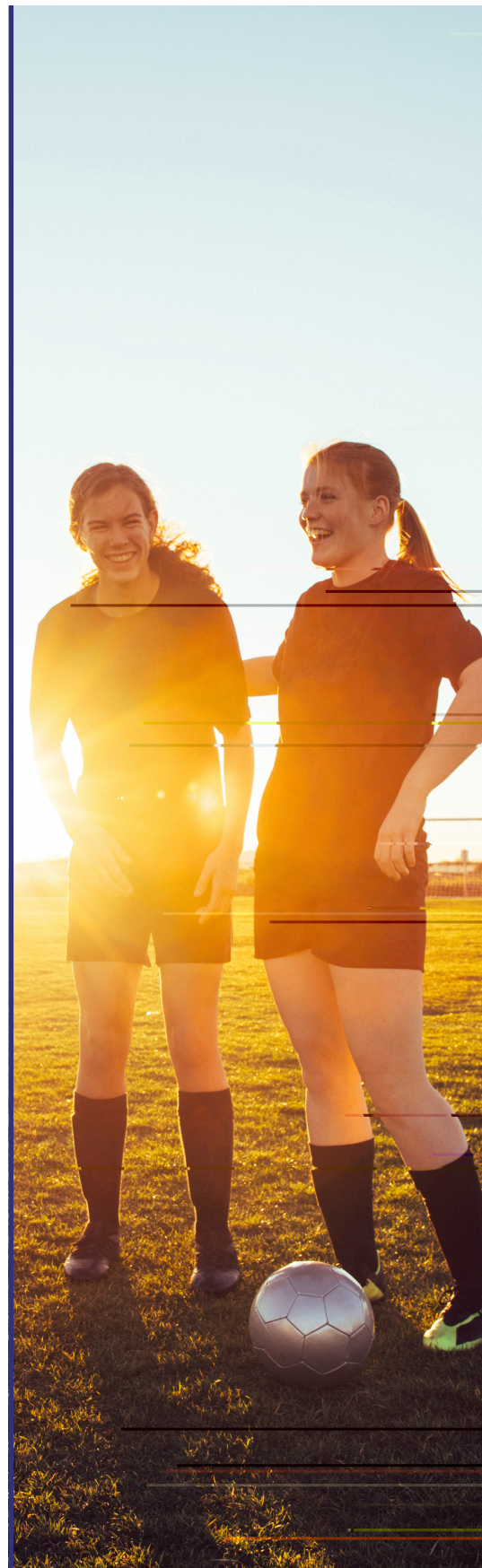
Students wishing to be eligible for participation in athletics or activities must have passed 20 credits the semester prior to the season. Students must also be enrolled in at least 15 credits during the season in which they are participants to maintain eligibility. Exceptions may be made for Seniors in good standing. The LNW Athletic/Activity Rules are in addition to the LPS and NSAA Rules. (Note: maximum credits for a teacher assistant are 2.5).

#### **SCHOLAR ATHLETIC AWARDS**

This award will be presented to all 9th - 12th-grade students who have completed any high school sports season and maintained a GPA of 3.5 and above at the end of the first semester (quarters 1 & 2). Awards will be given one time annually to each student-athlete who meets the requirements.

#### **ATHLETIC PACKETS**

Students who wish to compete in competitive athletics at Northwest High School must complete an athletic packet prior to trying out for a sport. The packets are available in the Athletic Office. The packets include Northwest's Code of Conduct Policy, LPS Tryout Guidelines, Parent Consent Form, Sports Physical Form, and the Emergency Contact Form. Each athlete must have a current sports physical dated after May 1st for the upcoming school year. All of the forms listed above require the student and parent's signatures. All completed and signed forms are to be returned to the Athletic Office prior to participation in a sport.



## LOST AND FOUND

Personal items that students choose to bring to school are the responsibility of that student. Students are asked to bring only items that are necessary for school. The school and LPS staff are not responsible for items that are lost, stolen, or damaged.

Campus Security maintains lost and found items in the security office near the front entrance of the school. Items not claimed at the end of each quarter will be donated to local agencies.

## PARKING

Student parking is located in the south parking lot of our building. All other parking areas are assigned to visitors and staff. It is the responsibility of each student driver to find an authorized space.

## POSTING AND DISTRIBUTION OF INFORMATION

All material posted or distributed must be school-related. Any group wishing to hang posters or other informational material must have approval from the Main Office. These materials will be stamped for approval. If materials are displayed without approval, they will be taken down immediately. Materials posted for display should only be placed on brick and not any other part of the wall, using an adhesive that is strong enough to hold.

## THEATRE ETIQUETTE

The Lincoln Northwest High School Theatre is a performance space where our students can display their talents and share them with audiences of adults and peers. Students and adult audiences at Lincoln Northwest High School can attend many performances, assemblies, and rallies with outstanding speakers and performers each school year. Music, speaking, and dramatic events are also held outside the school day. We owe it to the performers and those in the audience to enjoy an atmosphere supportive and respectful atmosphere.

As we want the best possible environment for our audiences, we ask that these rules be followed:

1. No food or drink (including water) will be allowed in the theatre.
2. When the lights dim, the audience should be quiet. (Applause and laughter at appropriate times are appreciated.)
3. Please keep your feet off the seats and the front wall.
4. No electronic devices can be used in the theatre; they should be OFF.
5. The school dress code will be followed.
6. Please care for your children to minimize distractions to the audience or performers.
7. Please stay seated; exiting is only allowed between acts, intermissions, and emergencies.
8. Please do not touch the curtains.
9. You may not leave the theatre until you are dismissed. (The bell does not necessarily signal your dismissal from the theatre.)
10. No flash cameras are to be used in the theatre

## LOCKERS AND LOCKS

All lockers are the property of the Lincoln Public Schools and are accessible to staff members when necessary. Students are responsible for the contents and appearance of their lockers. Only the school-issued locks may be placed on lockers. All others, unless previously authorized by the administration, will be cut off and replaced with a school lock by staff. Lost locks must be replaced at the student's expense. (The lock replacement fee is \$5.00). All decorations must be removable without causing any damage to the locker. A one-time, non-refundable fee of \$5.00 will be charged at the initial locker check-out.

## SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a program designed to identify students who are experiencing problems that may be related to the use of alcohol, other drugs, or mental health issues. SCIP consists of four components to assist students: identification, intervention, referral for assessment, and student support. Anyone with concerns about alcohol and/or drug use or abuse should contact the SCIP coordinator.

### A LINCOLN COMMUNITY LEARNING CENTER

Lincoln CLCs provide safe, supervised before and after school, weekend and summer enrichment programs, and many other supportive services for citizens of all ages. These centers currently serve children, families, and neighborhoods through collaborative partnerships that provide support services and opportunities, which lead to improved student learning and development, strong families, and healthier neighborhoods. Each CLC has a lead agency that helps to achieve these goals.

Here at Northwest, the lead agency is Boys and Girls Club. Our goals are to **provide support for** graduation, positive relationships, and life success. We achieve this goal by offering academic enrichment and recreation activities for LNW students and families. Some of our programs include homework help, cultural interest groups, and e-sports.

## FUNDRAISING

All fundraising for clubs and activities of the Lincoln Public Schools shall be within the policies of the Board of Education. In general, fundraising projects must provide something of value for the person who donates to the fund. Fundraising activities must receive prior approval from the administration. Students participating in fundraising through their club or organization are responsible for the total amount of the items they sell or check out. Items or the value of those items will be billed to the students. Payment or returned items will be required.

**\*LPS POLICY PROHIBITS SELLING RAFFLES AND GAMES OF CHANCE.** Members of each club and activity should plan their projects, working cooperatively with their staff sponsor.

