

2023-2024

STUDENT HANDBOOK

Northwestern Jr./Sr. High School

5780 Troy Rd.

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(937) 964-1324

www.northwestern.k12.oh.us

Administration

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Notice

This Student Handbook is based in significant part on policies adopted by the Board Of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook and may be referenced by number (for example, “poXXXX”). The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your school principal, the Board of Education, or access the document on the District's website www.northwestern.k12.oh.us

Introduction

The staff and administration at Northwestern Jr./Sr. High School would like to extend a warm “Welcome” to students and parents at the start of the 2023-24 school year! We hope that this year is rewarding and that you find your experience at Northwestern Jr./Sr. High School to be memorable!

Towards that end, we have provided you with this handbook. The handbook contains the “stuff” that you will need as you navigate your academic year. **Please be sure that you and your parents or legal guardians read all of the information contained within this handbook together.** The handbook contains the various rules and regulations by which students are expected to operate, but it also contains a good deal of information about other things that are happening at Northwestern Jr./Sr. High School. This handbook was designed with you in mind, and we hope that it is useful for you!

Finally, we extend an open invitation to all students and parents to get involved in life at Northwestern Jr./Sr. High School. Whether you join a club, play a sport, participate on a committee, or come to parent/teacher conferences, your participation, input and feedback are valued and important to us. This is, after all, your school and your education! We are pleased to be able to work with you this year as you continue on your journey!

Northwestern Jr./Sr. High School Mission Statement

Northwestern Local Schools in partnership with the community provides the best educational foundation to help individuals develop to their fullest potential.

Alma Mater

All hail to you Northwestern High
We sing your praises to the sky.
Scarlet red and royal blue
And to these colors we'll be true.
Years may come and years may go;
Our Alma Mater, We love you so.
Though we have to bid good-bye
We're true to you Northwestern High.
Jerry Clark (Class of 1960)

Fight Song

Go ye Northwestern, With your team so fine!
With your colors flying, We cheer you all the time!

(rah,rah,rah)
Go ye Northwestern, Fight for victory!
Spread far the fame of our fair name,
Go Northwestern, Win this game!

Academic Information

College Admission Requirements **Four-Year College**

The Ohio Board of Regents has established the following core of subjects for admission into state supported universities. This core should be the minimum college preparatory program.

English	4 credits
Social Studies	3 credits
Math	4 credits
Science	3 credits (including Biology, Chemistry and/or Physics
World Language	2 credits of the same language
Fine Arts	1 credit (7-12)

Two-Year College

The requirements at the various two-year colleges vary depending upon the program that a student chooses.

College Days/Job Shadowing Procedures

A college visit is critical when deciding which school to attend. Seniors and juniors may be excused from school to visit a campus during the school day. If students are to be excused for college visits, they will need to bring a note to the Counseling Office from their parents at least one day prior stating that the student is making a college visit. The student will receive a form that the college will complete. (This form needs to be returned to the attendance office for the visit not to count as an absence.) Job shadowing is a process that can help students make decisions about career opportunities that might be part of their future. Students will contact an individual or an agency and make arrangements to job shadow. The School Counseling Office needs a note from the parents at least one day prior including the date and person who is being shadowed. The student will receive a form that needs to be signed by the person being shadowed. (This form needs to be returned to the attendance office for the visit not to count as an absence.) Juniors and Seniors may take up to 4 days for college visits or job shadowing. Sophomores and Freshmen may take up to 2 days for job shadowing. (Administration may approve more days if deemed necessary.

Credit From Other Sources

Beginning in the 2013-2014 school year, Northwestern High School students may "waive" the credit requirements for Physical Education as set forth in Northwestern Local School Board Policy 5460 and O.R. C. 3313.603. Students choosing to "waive" the credit requirements for Physical Education must complete two (2) entire seasons of marching band, cheerleading, or a sport in good standing as recognized by the Northwestern Local School Board. Other club sports not recognized by the Northwestern Local School Board of Education will not be eligible for "waiver". A student with an injury verified by the trainer or a physician who completes the season will still be eligible for the "waiver". The student must attend all practices and contests while injured

unless specified by the physician and must complete physical conditioning / rehabilitation as prescribed by the doctor. An athlete competing in dual sports and/or band and a sport in the same season will be eligible for the “waiver” for both activities. The high school principal has the final determination.

Grade Level Placement

Grade placement at Northwestern High School is determined by the student's success in the previous school year.

- ❖ 9th grade - completion of the 8th grade
- ❖ 10th grade - completion of 4.5 credits
- ❖ 11th grade - completion of 10 credits
- ❖ 12th grade - completion of 15 credits

Grading Scale

Northwestern Jr/Sr High School uses the following grading scale:

Letter Grade	Point Scale
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	≤ 59
I	Incomplete

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****CCP courses will follow the university grading policy in regards to Passing/Failing grades****

Graduation Requirements

Credit Requirements

English Language Arts	4 credits	
Health	½ credit	
Mathematics	4 credits (including Algebra II or its equivalent)	
*Physical Education	½ credit (two semesters)	
Science	3 credits (1 credit biological, 1 credit physical required)	
Social Studies	3 credits (Am. History, Gov't and World History)	
Fine Arts	1 credit or (2) ½ credits	
Financial Literacy	Students in the class of 2026 and beyond must	have a half credit (.5) of financial literacy on their transcript.
Electives	5 credits (must choose from world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English Language Arts, Mathematics, Science or Social Studies courses that are not required.)	
Electives	1 ½ credits of any subject area	

*Students can have the ½ credit of PE waived if they use the PE waiver.

Total Required Credits = 21.5

Students will be required to meet the following graduation requirements listed below:

Demonstrate Competency: Students must demonstrate competency in math and English by passing the state's algebra I and English II tests. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through one of the options below:

- *Earn credit for one math and/or one English course through College Credit Plus;
- *Demonstrate career readiness and technical skill through foundational and supporting options; •
- *Enter into a contract to enlist in the military upon graduation.

Preparation for College or Careers: Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

State System of Diploma Seals:

OhioMeansJobs Readiness Seal	Citizenship Seal	(locally defined)
Honors Diploma Seal	College-Ready Seal	Science Seal
State Seal of Biliteracy	Fine and Performing Arts Seal	Community Service Seal
Technology Seal	(locally defined)	(locally defined)
Industry-Recognized Credential Seal	Military Enlistment Seal	
	Student Engagement Seal	

Honors Diplomas

The Ohio Department of Education recognizes six honors diplomas:

1. Academic Honors Diploma

2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma
6. Social Science and Civic Engagement Honors Diploma

For specific criteria please refer to the Ohio Department of Education website (www.education.ohio.gov).

Semester Exams

The Jr./Sr. high school provides students with an opportunity to take comprehensive semester exams at the end of each semester. Courses in high school may require students to take semester exams that count as 1/7 of the semester average.

Valedictorian and Salutatorian Selection Process Rubric

1. Rigor of curriculum is defined as below:

Foreign Language III	1 point
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Foreign Language IV	1 point
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(Note: Students who take Language I & II and Language I & II of two *different* languages will be allotted 1 point.)

Honors. English 9	1 point
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Honors. English 10	1 point
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CCP/AP Language & Composition	1 point
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CCP/AP Literature and Composition	1 point
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Pre-Calculus	1 point
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CCP/AP Calculus or CCP/AP Stats	1 point
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CCP/AP Biology	1 point
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CCP/AP Chemistry	1 point
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Physics	1 point
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Honors American History	1 point
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Honors Government	1 point
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Honors World History	1 point
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Possible Total: 14 points

Using each student's un-weighted GPA, the top 7% of the senior class will be determined.

The top 7% of the class will be narrowed to the top 5 students (or all students with a 4.0 GPA or all 15 points).

The student with the most points and highest G.P.A. is the Valedictorian. If there is a tie, each is awarded the title of Valedictorian. The student with the second highest points and G.P.A. is Salutatorian. If there is a tie, each is awarded the title of Salutatorian. CCP classes will each be allotted 1 point if substituted for one of the above courses. Any course taken must be of a similar nature to the course for which it is substituted and be pre-approved by the high school principal.

General Information

Announcements

Daily announcements will be made during PRIDE to inform students about events and activities. This information will be included on our school website and on the bulletin boards in the front lobby and in the main office. In addition, information will be shared via mass phone calling system, student email, and social media. Our video productions class may produce announcements to be "aired" on a weekly basis.

Assemblies

At various times during the school year assemblies will be scheduled. All students will attend assemblies. The content of assemblies covers a wide range. Some are educational, some are for enjoyment, and some are serious in nature. Students are expected to behave in a manner that is consistent with the purpose of the assembly (that is, quiet and attentive in an educational assembly, versus having some freedom to be louder in a pep assembly). **Additionally, all students should sit in their assigned areas with their teachers during all assemblies.**

Change of Address

It is important we know the current address, telephone number, and work number of each parent of each student. Please submit changes to OneView and contact the Board of Education office at 937-964-1318.

Dates in the Agenda Section

For your convenience, we have included significant school events and athletic events in the calendar section of this handbook. **Please be aware that these dates were entered in June of 2023. Unforeseen circumstances (calamity days or other unanticipated events) may require that some dates be changed.** As always, to get the most up to date information please contact the school office at 964-1324; visit the school web site at www.northwestern.k12.oh.us; or call the Athletic Department at 964-6022. Additionally, all athletic schedules are available at: <https://northwesternhighschool.bigteams.com/>

Directory Information: Notice of Release Upon Request

Northwestern Local School District is required to make available, upon request, certain information known as

“directory information.” The Board has designated the following as “directory information”:

- ❖ a student's name;
- ❖ address and telephone number;
- ❖ date and place of birth;
- ❖ major field of study;
- ❖ participation in officially-recognized activities and sports;
- ❖ height and weight, if a member of an athletic team;
- ❖ dates of attendance;
- ❖ date of graduation;
- ❖ awards received, honor rolls, or scholarships.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of this notice. Directory information will not be provided to any organization for any profit-making purpose. **Located on OneView is a form that may be used by parents/guardians or eligible students who do not want directory information released to anyone. This form must be returned to Northwestern Jr/Sr High School within ten (10) days of receipt of this handbook or the Board will conclude that the release of directory information is permitted.**

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 - 4605.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 964-1318 for assistance and information.

Email to School Staff

To email a staff member at Northwestern Jr/Sr High School, one only needs to put the staff member's last name followed by the first initial with the domain name: **@nwlschools.org**. For example, if there was a teacher at Northwestern High School named John Doe, his email address would be **doej@nwlschools.org**.

Emergency Drills

It is essential that all students become familiar with the emergency drill routes posted in each classroom. The fire, tornado, and lockdown drills are different. Please know the procedure for each. Your teachers will instruct you during the first week of school about the procedures for each drill. Drills are to be taken seriously. Classes are to stay together and with their teacher.

Equal Opportunity

The Northwestern Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered by this district. If anyone feels they have a complaint concerning these principles, they can bring that complaint to the District's Civil Rights Coordinator, at the Board of Education Office at 964-1318.

School Counseling Services

The services of the School Counseling Department are designed to help students solve problems and to give our students additional aid so that they may secure the best preparation possible for the demands of our society. Some examples of the services our School Counseling Department offers include:

1. **Information Services** - Current and reliable information dealing with careers, colleges, and scholarship is available in the School Counseling Office.
2. **Counseling Services**: Personal, academic, career, and crisis counseling are available.
3. **Consultative Services** - The School Counseling Department confers with parents, teachers, social service agencies, and community workers to assist in effectively meeting student needs.
4. **Parent Conference Service** - Counselors actively plan and participate in parent conferences.
5. **Resource Coordination Service** - Counselors play an active role in referring students to appropriate pupil personnel specialists when they are needed.
6. **Placement Services** - These services are designed to assist students in making a smooth transition from one level of education to another and from school to employment.

Home Tutoring

Those students who are home bound for twenty (20) or more continuous school days due to illness or physical disability may have home bound tutoring paid for by the Board of Education. The school will require a doctor's certificate for this purpose. This is state law. Applications for home tutoring may be obtained through the superintendent's office.

Insurance

At the beginning of school, students are given the opportunity to insure against financial loss resulting from accidents occurring on the way to or from school and while in school during the day. In case of an accident, students should report the injury to the teacher in charge of the class, report the injury to the office, and secure a claim form from the office. Instructions for settlement are on the claim form.

Media Center/Student Union

The Northwestern Jr/Sr High School Media Center/Student Union operates under the following rules:

1. If the student knows that he/she will need to come to the media center to do work, teachers giving the assignment should create an e-hallpass before that period.
2. No food, drink, or gum is permitted in the Media Center/Student Union unless seated in the designated

coffee shop area.

3. Students should bring enough work to keep busy for the period.
4. All areas of the Media Center/Student Union are quiet areas. There is no socializing unless permission is granted by the supervising staff member.
5. Students can get an Internet connection with a signed Computer Network Student Agreement (Northwestern Local Schools Acceptable Use Policy).

Schedule Changes

The School Counseling Department has worked very hard getting students scheduled in the courses requested. Once school has started, schedules are set and will not be changed. Students are permitted to drop a class only upon the recommendation of the teacher and with the approval of the school counselor and/or principal. Dropping a class after the 4th week of the course will result in taking an "F" for the year and a zero will be averaged into the cumulative grade point average.

School Closings

In the case of an emergency or severe weather, the official announcement for school closings will be made via a mass telephone service that delivers automated phone calls within minutes. Information may also be obtained on radio and/or television stations. Additionally, we will post school closing information on the Northwestern School's web site. We ask all parents and students to make provisions ahead of time for what their son or daughter should do if school is released early.

If you are not receiving the mass telephone calls, please contact the Jr./Sr. High School office at 937-964-1324.

Student Fees, Fines, And Charges

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may, however, need to levy certain charges to students to facilitate the utilization of other appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Treasurer with an accurate accounting of all transactions. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. In general, if there is damage to any of the pages of the text, the student may be charged the cost of a replacement used textbook. If the cover of a book is damaged, the student may be charged a re-bind fee. Any fees, fines, and/or other charges collected by members of the staff shall be turned in to the Treasurer within one (1) business day after collection.

Failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection or refer to the county prosecutor.

Student Records

The Northwestern Local School District Board of Education has adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at 5610 Troy Road, Springfield, Ohio 45502 or s/he can be reached by calling 964-1318.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

1. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship. A fee of \$2.00 per transcript request will be charged for all alumni.
2. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent or student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process which may ultimately result in a hearing on the matter before a hearing officer and a final decision by the Superintendent. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form which may

be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
4. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing.
5. Obtain a copy of the District's policy and administrative guidelines on student records (Policy 8330 and AG 8330).

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 - 4605.

Valuables

Students should not bring large sums of money or other valuables to school. The school will make a reasonable effort to recover stolen or lost property, but the school shall not be liable for these items if the student does not recover them. There is a designated lost and found area near the custodian's office. If something is missing, check with a custodian periodically to see if it has been returned.

Visitors

Every visitor is required to report to the building main office and have administrative approval to be in the building. Visitors are required to present a driver's license or state I.D. to be scanned for security purposes. **Students are not permitted to have non-parental visitors during the day. No visitors are permitted to eat lunch with students in the cafeteria.**

Parent visitation to the classroom: Should a parent request to visit his/her child's classes, this may be arranged by contacting the building principal or assistant principal 24 hours prior to his/her visit. As always, parents are required to report to the office upon entering and leaving the building.

Withdrawals

Students withdrawing from school must fill out the proper forms, including obtaining signatures from each teacher, counselor, librarian, and parents and/or guardians. Students and parents will also clear all outstanding obligations before any records will be sent to another school.

Work Permits

In order to work, students between the ages of 14 and 18 years old must make an application for a work permit. Application forms for work permits are available in the office. These forms must be turned into the

Clark County ESC. For more information please contact the ESC at 937-325-7671.

Student Guidelines And Expectations

Acceptable Use Policy

The Northwestern Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Northwestern Local Schools and no user shall have any expectation of privacy regarding such materials.

The use of the computer network and Internet is a privilege, not a right. A user, who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Northwestern Local Schools may also take other disciplinary actions in such circumstances. A list of computer infractions can be found following this policy.

Students' home and personal Internet use, along with cellular phone/handheld use can have an impact on the school and on other students. If students' personal Internet use or cellular texting expression through Cyberbullying, (a threatening message to another student/staff member or a violent message posted to a website) creates a likelihood of material disruption of the school's operations, students may face school discipline up to and including expulsion and criminal penalties. **Please sign the accompanying authorization form after reading the following:**

Personal Responsibility:

I accept personal responsibility for appropriate use of all resources, and will assist in keeping equipment working. I will report any misuse of technology hardware, network, software, and Internet resources to a school administrator.

Computer/Network/Internet Guidelines:

I understand:

- a) I am responsible for my school assigned account and I am responsible for its proper use at all times.
- b) I will keep my personal account passwords private. I shall use this system only under my own account.
- c) The network should not be used in such a way that it disrupts the use of the network by others.
- d) The use of the computer/network is not for financial gain or for any commercial or illegal activity.
- e) Use of these resources must be in support of the educational goals and objectives of the school district (i.e. no recreational games).
- f) Copyrighted material may not be placed on the system without the written permission of the publisher of the material.
- g) No outside media (i.e. disk, CDs, flash drives) are allowed to be used on school computers unless otherwise approved by a teacher/administrator.
- h) Vandalism results in the cancellation of my account privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment, materials, or the data of any other users.
- i) I will report any security problem or misuse of the network to the teacher, media specialist, principal or

technology personnel.

- j) I will not disrupt class with inappropriate use of the computer such as broadcasting messages over the network.
- k) Improper use of this system will result in me losing the privilege of the use of the computer service and I will face school disciplinary action ranging from detention, Friday school, ALC, suspension or expulsion. Further disciplinary action may be necessary, depending on the circumstances.

Communications:

The Northwestern Local School District in combination with Miami Valley Educational Computer Association will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

- a) Sharing your personal information online is not safe. Users should not:
 - a. Reveal one's personal home address, phone number, social security number, credit card numbers or those of other persons.
 - b. Arrange a face-to-face meeting with someone "met" on the computer network.
 - c. Access personal social networking sites.
- b) Users should note that electronic mail (e-mail) is not guaranteed to be private.
- c) Users are expected to keep e-mail messages brief and use appropriate language. Use on-line etiquette. Do not type messages in all capital letters. This is considered "shouting" in telecommunications. Best grammar and spelling in messages should be used at all times.
- d) Users shall not use profanity, obscenity or other language, which may be offensive to other users. Users shall not upload or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment (Cyberbullying) or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs. Users shall not create/maintain a personal social networking website.
- e) Users shall not read other users' mail or files: they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall attempt to read, delete, copy, modify or forge other users' e-mail or other account access.
- f) Users shall not use the following online communications: Texting, blogging, or "chatting" with others unless otherwise directed by a teacher or administrator and such online communications should be so stated within the curriculum.
- g) Users should report any questionable site(s) to a teacher or administrator.
- h) Users understand that there is the potential to access materials inappropriate for school-aged pupils. Should I find such a site I will stay away from this site and report it to a teacher and/or principal.
- i) Users will not gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.

Computer Infractions:

Please note that in certain circumstances, a school administrator has the option to immediately remove a student from the computer/classroom when infractions occur.

Level 1 – Behavior that could include any of the following or similar incidents

- A. Inappropriate use of the Internet
- B. Tampering with computer settings
- C. Sharing of passwords
- D. Installing software
- E. Broadcast messaging
- F. Inappropriate use of a chatroom, social networking site, blog/wiki

Level 2 – Behavior that could include any of the following or similar incidents

- A. Vandalism
- B. Theft
- C. Hacking or password cracking
- D. Viewing/sharing suggestive, obscene, lewd and/or violent materials

Infraction Consequence:

Level 1

Disciplinary action ranging from loss of computer privileges, detention, Friday school, ALC, suspension or expulsion. Further disciplinary action may be necessary, depending on the circumstances.

Level 2

Disciplinary action ranging from loss of computer privileges, detention, Friday school, ALC, suspension or expulsion. Further disciplinary action may be necessary, depending on the circumstances.

Attendance

Excellent Attendance = Academic Success

Punctuality and regular attendance are of prime importance if you expect to benefit from and experience success in school. The habits of punctuality and good attendance start in elementary grades and continue to

develop throughout a student's years in school.

Our goal for all students is 96% attendance. This breaks down into eight days of absence per year. The State of Ohio, like most states, has compulsory attendance laws for persons less than eighteen years of age. Parents can be held legally responsible for their child's poor attendance. The state laws and local board regulations determine the absences that may be excused. Acceptable excuses for absence from school include the following (O.R.C. 3321.04):

1. Personal illness
2. Serious illness in the family
3. Death in the family
4. Quarantine of the home
5. Observance of a religious holiday
6. Emergency or a set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school.
7. Attendance at school related events.

When a student misses school for one of the allowable reasons, we will make every effort to ensure that the opportunity is available to them to make up the work. *The rule of thumb in making up work is that it should be made up within the number of days absent plus one.* For example, if a student is absent for three (3) days and returns to school on a Tuesday, she will have the remainder of the week (four days: Tuesday, Wednesday, Thursday and Friday) to submit all missed work.

Absence(s)

When a student is absent a parent must call the school office by 9:00 a.m. to inform the school that the student will be out. Unless we are notified by a parent, we will make an attempt to contact the parents of the child who is absent. If the parent did not call the school on the day of the absence, the student is required to bring a note to the office window before school begins on the day they return to school. If no note or parent contact is provided, the absence is unexcused.

Attendance Definitions

- ❖ *Tardy* - Any time a student arrives at school after the first bell and within the first half-hour of the individual student's school day, he or she will be considered tardy and issued a consequence from the office. Students who are tardy to class (including 1st period) will be issued a consequence according to teacher classroom management plan.
- ❖ *Absence* - Students who arrive after thirty minutes into the individual student's school day but before and up to the midpoint of the school day will be counted as being one half day absent. Students who leave after the midpoint in the day will also be counted as being absent one half day. Students who have to leave the building for medical appointments and return to the building in the same day will be counted medically

excused if they bring a note from the doctor when they return. Students who have a medical appointment in the last half of the school day and are unable to return in the same day will be required to bring the note on the following school day. Students must be in attendance for a full day in order to participate in an extra-curricular activity that particular day. In extenuating circumstances (i.e. funeral), a principal or assistant principal can approve absences that do not fall under the definitions above.

The following action will be taken when a student is tardy/late to school:

- ❖ After being tardy/late twice in a semester: The student will sign a tardy log in the high school office, and be informed that the next tardy will result in a detention.
- ❖ After being tardy/late three and each time after in a semester the student will be issued a lunch detention.

Any unusual or extenuating circumstances will be subject to building administrator inquiry/approval.

Following Board Policy 5200 **ATTENDANCE**, when a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered “excessively absent” from school. The following shall apply:

1. An alert letter will be sent home.
2. Once a student has accrued an excess of thirty-eight (38) hours in a month, all future absences must be excused by a note from a licensed physician or doctor or they will be deemed to be unexcused absences. **The administration shall have the discretion, however, to consider extenuating circumstances (e.g., funerals, family emergencies, etc.) when determining when to place a student on doctor’s verification status.**
3. If students continue to build unexcused absences and become habitually or chronically truant (as defined by Senate Bill 181), the student (parents or legal guardians may also have juvenile neglect charges filed) shall have truancy charges filed against him/her in Clark County Juvenile Court. Other sanctions (e.g., school discipline, suspension of driving privileges, etc.) may also apply.

Unexcused Absences/Truancy-Truancy/unexcused absence is defined as the absence of a student from school or from his/her assigned area for other than an accepted valid reason, as defined in the Ohio Revised Code (RC 3321.04) or the provisions of this handbook, for all or part of a day when school is in session. Even when the absence has occurred with parental knowledge and consent, the administration need not accept as valid the reason given for absence (e.g. Senior Pictures, Driver’s Examination, trips to the salon, etc.). Students who are excessively absent without legitimate excuse may be referred to the Clark County Municipal Court, Juvenile Division.

Ohio Revised Code (RC2151.011 defines Habitually Truant student who is absent without legitimate excuse, 30 consecutive hours, or 42 or more hours in a month, or 72 or more hours in a school year.

Additionally, the State of Ohio (RC 3321.13) has made regular school attendance one of the conditions to hold a driver's license. The state guidelines state that when a student has been absent without legitimate excuse more than 60 consecutive hours in a single month, or at least 90 hours of unexcused absence during a school year, his/her driving license will be suspended. Driving licenses may also be suspended if a student drops out of school, or is expelled for a drug or alcohol related violation.

In addition to the sanctions mentioned above, disciplinary consequences will also occur at the school level. Northwestern Jr/Sr High School is committed to high attendance standards, and consequences for excessive unexcused absences will be applied at the discretion of the administration. Finally, students who are truant or unexcused absent from school will be able to make up work at teacher discretion.

Family emergencies/Family vacations/Extenuating circumstances-We realize that there may be occasions where a student has a valid reason to be absent, with their parents' consent, that does not fall within the reasons for excused absence. An example of this would be family vacation. **In situations like this, the high school attendance secretary must be notified in writing or via telephone by the student's parent/guardian of the intended absence.** If the nature of a family emergency prevents the parents/guardians from notifying the school until after the absence has occurred, the parents/guardian should notify the school as soon as practicable either in writing or via telephone. All unusual circumstances will be subject to the building principal or assistant principal inquiry/approval, and the administration will judge the merits of the absence to determine whether it is excused.

Bus Safety Code

The privilege of riding a school bus will exist for eligible students as long as proper conduct warrants this service.

Expectations

1. While waiting at the bus stop, students will stand on the sidewalk or designated area in a quiet, orderly manner; and they will demonstrate proper care and respect for the yards and property of their neighbors around the stop.
2. Absolute quiet is to be maintained when the bus driver requests it, especially at railroad crossings and other dangerous areas.
3. When it is necessary to cross the road, either to or from the bus, it shall be done in front of the bus and only when so directed by the bus driver.
4. Students will line up in an orderly manner prior to entering or leaving the bus.
5. Students will obtain the bus driver's approval prior to boarding the bus with any type of animal, insect, dangerous material, or dangerous object.

Operation and Safety Rules

The Board of Education empowers its school bus drivers with the necessary authority and/or responsibility to maintain control of the pupils on a bus, entering a bus, leaving a bus, or interfering with the proper operation of a bus and its purpose of transportation of pupils.

Students are required to follow all rules and procedures established by the bus driver and the Student Code of Conduct. In addition, students are required to comply with the following regulations:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must refrain from using profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication that is required by a student and has been approved by the school.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may, with the approval of the bus driver, carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put their head or arms out of the bus window.
15. Video cameras may be used on buses and the film may be used for discipline procedures. Parents may only view the video if their child is the only child in the video.

Transportation Disciplinary Action

Students who violate the Student Code of Conduct or the aforementioned regulations while under the authority of a school bus driver may be disciplined by the appropriate school administrator or designee in a manner deemed appropriate and adequate. This disciplinary action may include, but is not limited to, one or more of the following.

1. Loss of school privileges.
2. Detention before or after school.
3. Assignment to Friday School or ISS.
4. Emergency removal from the school bus.

5. Suspension and/or expulsion from bus transportation privileges.
6. Suspension and/or expulsion from school.

Other Considerations of Bus Ridership

Students are not permitted to switch bus stops. Bus stops are assigned by the transportation supervisor and any student not using his/her assigned bus stop may be denied transportation. Students, while on the bus, are the district's responsibility. Responsibility begins with pick-up and ends with drop-off. Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus in a location clear of traffic and away from the bus stop. Parents are also responsible for their child being at the bus stop prior to scheduled pick-up time. Students, while on the bus, are under the authority of the bus driver.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Parents may request, through the building principal, for students to be dropped off at the home of another student only when both sets of parents have been contacted by the building principal and permission secured. Students should not be permitted on a different bus unless they have a note signed by the principal.

A change in a student's regular assigned bus stop will only be granted at the beginning of a nine (9) week grading period. Students may have one (1) assigned stop for pick-up and one assigned stop for drop-off. To change a stop the parent will be required to submit a note to the building principal stating the reason for the change.

A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Supervisor.

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted.

Video cameras may be used on buses and the film may be used for discipline procedures. However, under the Family Educational Rights and Privacy Act (FERPA), the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students as well, and therefore, it would contain personally identifiable information of other students that cannot be viewed by any parent.

Removal of Bus Riding Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Students posing an immediate danger to persons, property or to the safe operation of the school bus may be immediately removed from the vehicles. In these cases, notice will be provided to parent or guardian as soon as possible, but not later than seventy-two (72) hours after the incident.

Cafeteria

Food Services staff at Northwestern Jr./Sr. High School provide the opportunity for our students to purchase a plate lunch, or students can pick and choose their food items “a la carte.” Students in grades 8-12 have a thirty minute lunch period before/during their fifth period class. Seventh grade students will be escorted by their 4th period classroom teacher and eat at the end of 4th period. **With the exception of ‘C’ Lunch, students’ in grades 8-12 book bags should be left in their Pride/ 5th period classroom or student’s locker before going to the cafeteria.** The following conduct shall apply while students are in the commons:

- ❖ Students should demonstrate The Warrior Way at all times in the cafeteria.
- ❖ All lunches are to be eaten in the cafeteria unless otherwise given prior permission from a classroom teacher..
- ❖ Students should not sit on tables and must remain in their seats at all times unless they raise their hands and are given permission to throw away trash in the appropriate containers.
- ❖ Students’ volume level should be at the appropriate level determined by the administrator and lunch monitors.
- ❖ Students are responsible for disposing of all trash and cleaning up after themselves.
- ❖ Book bags should be left in the 5th period classroom or student’s locker before going to the cafeteria.
- ❖ Students are not permitted to leave the school grounds during lunch.
- ❖ Parents are permitted to bring in food for their child(ren).

Detention Policy

If students are assigned a detention by a teacher, the following procedures will be followed:

1. Students will be notified when they are assigned a detention.

2. Detention will start each day in an assigned room at 2:30 p.m. and will end at 3:00 p.m. Additionally, students may be assigned lunch detentions which will take place during the student's lunch period (either A, B, or C lunch). The student will eat his/her lunch in an assigned area.
3. **The school is not responsible for transportation after detention.**
4. In general, after school detentions will be assigned to be served the day following the infraction. A student may be granted an extension for work or medically related appointments (this applies only to after school detentions). Students will be excused from detention only for emergency reasons and they need to have the absence approved in advance by an administrator. Any excuse must be in writing and signed by the parent or guardian prior to the time the detention is to be served.
5. If a student fails to report for detention on the assigned night or lunch period, it will be considered non-compliance and an additional detention will be added. Further unexcused absences from detention will result in additional consequences at the discretion of the administration.

Driving Rules and Regulations

The following rules shall apply for all student drivers while on Northwestern Local Schools' property. Violation of these rules may result in disciplinary action, the suspension of driving privileges, or both:

1. Each student who intends to operate and/or park a motor vehicle on Northwestern Local Schools property, including students who do not attend Northwestern on a full-time basis (i.e., CTC students, CCP students, etc.), must fill out and return an application to the high school office and pay \$10.00 for a parking registration pass. Note that this form must be signed by a parent or legal guardian.
2. All vehicles parked on school grounds must display the current school year parking pass on the rear view mirror at all times.
3. Students will be issued a numbered parking spot at the front of the building.
4. Students must be licensed and have valid insurance. Northwestern Local Schools are not responsible for the vehicles or its contents.
5. Upon arriving at school, students should report immediately into the building. Students should not loiter in their cars or stand and loiter in the parking lot.
6. Students are expected to operate their vehicles in a safer manner at all times. Examples of unsafe driving (includes but is not limited to) speeding, squealing tires, reckless operation, etc.
7. Student vehicles are subject to search upon the reasonable suspicion of an administrator that the vehicle may contain drugs, alcohol, tobacco, stolen property, weapons or other contraband prohibited by the Code of Conduct or the law.
8. The application/registration will be kept on file in the office and students are responsible for updating the information on the registration (e.g., change in license plate, new vehicle, etc.).

Food and Drink

Students are permitted to have food and drinks in the classroom ONLY with teacher permission. The type (s) of

food and drinks permitted may be different for each individual teacher's classroom.

Any student who spills food or drinks is responsible for cleaning up the mess, whether in the classroom, hallway, or any common area. Students who do not clean up after themselves may lose their food/drink privileges.

Gang Policy

The Northwestern Local School District recognizes that a school must create a safe environment conducive to learning. The presence of school gangs disrupts the environment by threatening the safety of the students and by disrupting the academic process. In accordance with Northwestern Board of Education Policy 5840, the Northwestern Local School District bars all gangs and gang-related activity from occurring in school buildings and on Board-owned property, or while students are under the auspices of the Board. A record of all known gangs and members of such gangs will be shared with local law enforcement officials. Gangs, gang activity and the wearing of gang-related clothing shall be considered a serious offense and may result in expulsion from school for any student(s) engaging in these activities.

Hall Passes

Northwestern Jr./Sr. High School requires students to utilize the e-hallpass system. The appropriate e-hallpass must be approved by the classroom teacher and/or staff member prior to students being allowed to use it. Specific details regarding the e-hallpass system will be provided during the school year's opening activities.

Illness at School

Students are permitted to visit the nurse/clinic if they have a pass from a teacher. Should a student's situation require dismissal to go home, a parent must be contacted before the student leaves the building. In the event that contact cannot be made with a parent/legal guardian, the school may also call the emergency contact(s) listed on the Emergency Medical Form.

Lockers

A locker with a combination lock is assigned to each student at the beginning of the year. Prior to school all lockers are cleaned and repaired. Students are responsible for the condition and contents of their assigned locker and will be assessed for damages. Any damage to the locker should be reported to the office immediately. The school is not responsible for lost or stolen items. **Locker combinations should not be given to anyone.** To help ensure that the lock is secure, spin the dial after shutting the door. If a student forgets his/her locker combination, they should go to the school counseling office.

Physical Education lockers should be used and locked during physical education classes. All clothing and valuables should be stored and locked in lockers during class time. **Sharing lockers is discouraged.**

All lockers are the property of Northwestern Jr./Sr. High School and are subject to random searches by authorized school personnel, the sheriff's department, or the canine unit. All **contents** kept within student lockers are also subject to search.

Medications

Medication refers to both prescription and non prescription drugs. In both cases a written request is required before the medication can be administered by school personnel. No student shall carry or administer his or her own medication without prior authorization from the school nurse. Students can pick up a medication form in the office. The form should indicate the name of the medication, the dosage, the time and duration of medication and any possible side effects. When you bring the medication to the clinic it must be in the original bottle with the student's name, name of the medication, dosage, route of dosage, and the time of dosage clearly indicated on the bottle.

Search And Seizure / Interrogation (Board of Education Policy 5771)

Search of a Student or Personal Property by School Authorities

- A. If an administrator has a reasonable suspicion that a student possesses a
- B. dangerous, illegal, or stolen item, or is in possession of an item, which violates the Student Code of Conduct, the administrator may search the student, his/her cell phone or his/her personal property and may remove the item.

Search of Lockers and Other School Property by School Authorities

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search, where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

Interrogation by Non-School Agents (Board Policy 5540)

The Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services. When such agencies request permission to interrogate a student at school, the principal shall:

- A. Attempt to notify the student's parents, when appropriate;
- B. Ensure that the agency has informed or will inform the parents, when appropriate.
- C. Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the District, the principal or representative shall be present throughout the proceedings.

Removal from School by Non-School Agents

Students may be removed from the school by a law enforcement officer only after the parent has been contacted and has given consent or upon arrest of the student.

Interrogation by School Authorities

The interrogation of students by school authorities regarding serious acts committed within the jurisdiction of the School Board shall be held in private. Since the interrogation may result in the suspension and/or expulsion of the student, the student shall be accorded the rights and privileges outlined in the material on suspension and expulsion in this manual.

Search of Electronic Data

There should be no student expectations of privacy for any information contained on a school computer. The school retains the ownership and control of all hardware, software, and use privileges and, therefore, can review and inspect any related data at any time without suspicion or cause. The school reserves the right to copy and/or delete all files and records created or stored on school-owned computers and data storage media.

Signing Out

If it is necessary for a student to leave early, the student will bring a note from home stating when the student needs to leave, a parent signature, and a phone number where a parent may be reached. This note should be taken to the office before school. When the time comes for the student to leave school, they should go to the office and sign out.

Telephone Calls

Students are permitted to use the office phone as needed.

Messages from parents or guardians may be given to the secretary or a staff member for a student. Students will not be called to the telephone or be excused to use the telephone during the school day unless there is an extreme emergency.

Video Camera Usage at Northwestern Jr/Sr High School

Video cameras are in use at Northwestern Jr./Sr. High School at all times of the day. The administration reserves the right to use the video cameras to aid in the investigation of incidents that occur in the building and on the premises. The Northwestern Jr/Sr High School administration retains the sole right to inspect these video images. Under the Family Educational Rights and Privacy Act (FERPA), a school cannot release the image or likeness of a student to anyone other than the student's own parents/legal guardians. Therefore, parents/legal guardians do not have the right to inspect the video images unless their child is the **only student in the video**. (Typically, the video would reveal the behavior of other students as well, and therefore, it would contain personally identifiable information of other students that cannot be viewed by any parent.)

Student Code Of Conduct

The following code sets forth school rules prohibiting certain types of student conduct. **The Student Code of Conduct is an attempt to list the major rules; but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting.**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property: and
2. Misconduct by a student that, regardless of when or where it occurs, is directed at a district official or employee or the property of an official or employee.

Consequences for Misconduct

It shall be the decision of the appropriate school administrator as to which corrective measures are appropriate or adequate, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct and in light of the student's past record of behavior. The actions may include, but are not limited to: loss of school privileges, conference with an administrator, lunch detention, after-school detention, assignment to the Alternative Learning Center, assignment to Friday School, out-of-school suspension, emergency removal and expulsion.

A. Denial of School Privileges: Students may be denied school privileges by the principal or his/her designee. For seniors, this may include the denial to participate in Commencement ceremonies.

B. School Detention: Students may be issued after school detention assignments, or they may be assigned lunch detentions. Detention is held in a classroom under the direction of the Detention Supervisor/staff member each school day from 2:30 p.m. until 3:00 p.m. It is the parent's responsibility to provide transportation after detention. Additionally, students may be assigned lunch detentions which will take place during the student's lunch period. The student will eat his/her lunch in an assigned area.

C. Alternative Learning Center: Upon decision by the building principal or his/her designee, a student may be removed from classes and school activities and assigned to Alternative Learning Center (ALC).

The expectations for ALC are as follows:

- A. Students are expected to come prepared with work to complete.
- B. Students are expected to bring materials for work to be assigned (charged Chromebook, paper,

writing utensils, etc)

- C. When students assigned to ALC arrive at school, they are expected to turn in their cell phones to the high school office for the day (phones can be picked up at the end of 7th period).
- D. When possible, bathroom breaks will occur during the times of the least amount of hallway traffic.
- E. Students will walk to the cafeteria with the ALC supervisor to pick up their lunches. They will then take their lunch back to the ALC room to eat.
- F. Students assigned to the ALC will be able to make up any assignments/in-class presentations the day they return to class; students will not be released from ALC to participate in in-class assignments/presentations. If students are part of a group assignment or activity that is to be presented in class, they will be allowed to complete an alternate assignment at the teacher's discretion.
- G.
- H. **D. Friday School Assignment:** A student may be required by an administrator to attend a Friday School. Friday School is held in the designated area from 2:30 to 4:00 p.m. Parents are responsible for providing transportation.
- I.
- J. **E. Out-of-School Suspension:** A principal (or the superintendent) may suspend a student out-of-school and from all school activities for a period not to exceed ten days. Prior to such suspension taking effect, written notice must be given to the student and an opportunity for an informal hearing provided. A reasonable effort shall be made to notify the parent/guardian by phone of the suspension. After suspension of a student by the principal (or the superintendent), a written notice will be sent to the parent/guardian. During such a time that a student is suspended out of school, he/she is not allowed on school property. If at the time a student is suspended there are fewer school days remaining than days of suspension assigned, the superintendent shall have the discretion to carry the remainder of the suspension over into the following school year. Students will be permitted to make-up work for credit while suspended.
- K.
- L. **F. Emergency Removal:** A student may be removed from school by the principal, on an emergency basis, in circumstances where the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises.
- M. **Expulsion:** The superintendent, with the recommendation of the high school administration, shall have the sole authority to expel a student from school for either the remainder of an academic semester or eighty (80) days, whichever is greater. The superintendent may also carry an expulsion over into the next academic year. Additionally, it is important to notify parents that the superintendent may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in Ohio Revised Code 3313.662(A)(1-5), and if the pupil was 16 years of age or older at the time of such violation. This suspension may also be extended during

pending criminal proceedings for such violations in accordance with Ohio Revised Code 3313.66(F).

01 Truancy/Attendance

No student shall fail to comply with state attendance laws and district policy, including but not limited to truancy from a class or school, tardiness to a class or school. A student found to be truant will be assigned discipline ranging from Friday School to ALC.

1A. Leaving School Property

No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee or entered onto school property prior to specified dismissal times without an administrator's permission. In addition, no student shall leave the building during the school day without prior approval from an administrator.

02 Fighting/Violence/Physical Misconduct

No student shall behave in such a way that could threaten or cause physical injury to, or does threaten or cause physical injury to, school personnel, students, or visitors while under the jurisdiction of the school or on school property. Students are prohibited from fighting, hitting, pushing, and unauthorized touching.

2A Horseplay: Students shall not participate in rough or boisterous play at any time while on school grounds.

03 Vandalism Damage to School or Personal Property

Students shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface property belonging to other persons or property of the school district, including, but not limited to, buildings, grounds, equipment, materials or computers or other technology. Restitution for damages may be required.

04 Theft/Stealing Personal or School Property /Possession of Stolen Property

No student shall take nor receive or attempt to take or receive into his/her possession property of the school district or property of another student, teacher, visitor or employee of the school district without the privilege to do so.

05 Use, Possession, Sale, or Distribution of a Firearm

The use, possession, sale, or distribution of a firearm on school property or at a school related function is prohibited. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-alikes should not be reported with this option.

06 Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of a dangerous weapon on school property or at a school related function is prohibited. No student shall possess, transport, transmit, and conceal any weapon, dangerous instrument or “look alike” weapon or dangerous instrument. This includes any weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury (e.g., knives, chains, and clubs). “Look alike” weapons, knives, or instruments include, but not limited to any object a reasonable person might consider under the circumstances a dangerous weapon, knife, or instrument. Additionally, no student shall use or attempt to use any device or instrument to inflict bodily harm on another person, even if that device or instrument in any other context might not be considered a weapon by a reasonable person (e.g. stabbing another person with a pencil).

07 Firearm Look-alikes

Any items that resemble a firearm but do not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns) on school property or at a school related function is prohibited.

08 Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of any explosive, incendiary, or poison gas on school property or at a school related function is prohibited. This would include any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

09 Use, Possession, Sale, or Distribution of Tobacco Products

Students in Ohio’s public schools are not permitted to smoke, use tobacco or possess tobacco or tobacco paraphernalia during any school-sponsored activity (this includes smokeless cigarettes and “E” cigarettes such as juuls and vapes). The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips and extra-curricular activities.

First offense will result in the item being confiscated, an intervention course, a school penalty ranging from ALC to expulsion, plus a report filing with S.R.O.

Second offense and beyond will result in the item being confiscated, mandatory participation in an extensive intervention program, a school penalty ranging from ALC to expulsion, plus filing charges with the S.R.O.

*Items confiscated will be turned over to the S.R.O.

10 Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages

The use, possession, sale, or distribution of intoxicating alcoholic beverages on school property or at a school related function is prohibited.

11 Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol

No student shall possess (including but not limited to book bags, wallets, purses, cars, lockers, etc.) use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or show signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, over-the-counter medication (without administrative approval), alcoholic beverage, intoxicant, solvent, gas, or mood altering substance/chemical, or any counterfeit (look-alike) controlled substance of any kind. No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make an instrument used for drug abuse or paraphernalia including but not limited to rolling papers, roach clips, pipes, hypodermic needles, etc.

12 False Alarms/Bomb Threat

Any threat (verbal, written, or electronic) by a student to bomb or use of other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited.

12A Inducing Panic

13 Disobedient/Disruptive Behavior

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function or class; behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures, horseplay) on school property or at a school related function is prohibited.

13A. Use of Profane, Vulgar or Abusive Language or Gestures

A student shall not use pervasive profane, vulgar, abusive or obscene language, or other words or behaviors which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

*Profanity used by a student directed toward another student will result in consequences ranging from a conversation with the student to ALC to recommendation for expulsion.

*Profanity used by a student directed to or about any staff member will result in consequences ranging from ALC to 3 days OSS to recommendation for expulsion.

*Abusive language/gestures used by students but not directed at anyone will result in consequences ranging from ALC to Friday School to recommendation for expulsion.

13B. Suggestive, Obscene, Lewd and Violent Materials

No student shall possess, and/or present to any person, any material that is suggestive, obscene, lewd, violent, or racially motivated as defined by school administration.

13C. Public Display of Affection

No student shall be involved in a public display of affection (i.e. kissing, hugging, and touching each other inappropriately).

13D. Battery Operated Devices:

High school students: These devices will be/will not be permitted in individual classrooms based on teacher discretion. Students should abide by their classroom teachers' classroom rules and expectations regarding battery operated devices at all times. High school students ONLY will be permitted to use their cell phones in the hallway/common areas.

Misuse of battery operated devices may result in disciplinary action including, but not limited to the following:

1. The device being confiscated by the classroom teacher/staff member, the classroom teacher/staff member contacting parents/guardians to inform them of the misuse, and held until the end of the school day.
2. The device being confiscated by the classroom teacher/staff member, the classroom teacher/staff member contacting parents/guardians to inform them of the misuse, and turned into the high school office and held until the end of the school day.
3. The device being confiscated by the classroom teacher/staff member, the classroom teacher/staff member contacting parents/guardians to inform them of the misuse, and turned into the high school office until the end of the school day when a parent/guardian picks it up.

*The use of battery operated devices for the purpose of taking photographs, or video recording or texting at school, on the school bus, or on school grounds without administrative approval is strictly prohibited. Violation of this policy will result in consequences ranging from "Friday School" to recommendation for expulsion.

*The use of battery operated devices for the purpose of bullying and/or harassment will result in consequences ranging from "Friday School" to recommendation for expulsion.

Any student who refuses to follow the above mentioned cell phone/battery operated devices expectations will be given consequences ranging from Friday school to recommendation for expulsion.

Junior High Students Are Not Permitted To Use Their Cell Phones/Battery Operated Devices At Any Time.

13E. Aiding and Abetting

A student shall not in any way knowingly aid or abet another student who is violating the Code of Conduct. Students behaving in this manner will be disciplined according to the consequences for the rule being violated by the other student. This includes providing false information.

13F. Cheating and Plagiarism (Academic Dishonesty)

Referring to individual teacher classroom policies:

A student shall not obtain, by fraudulent, dishonest or deceptive means and use as his or her own (or provide to another student) the work, work product, questions on or answers to examinations or any like matters, or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his/her own mind.

Consequences:

1. First offense may result in a zero for the assignment, an office referral, and parental notification.
2. Second offense and beyond will result in a zero for the assignment, a disciplinary consequence ranging from Friday School to Out of School Suspension, and parental notification.

13G. Forgery, Removing or Altering Student Records and/or Office Forms

Students shall not be involved in any form of forgery, either oral or written, including but not limited to using or signing the name of another person or falsifying times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs.

13H. Gambling

No student shall participate in gambling of any kind. All material will be confiscated and returned only to a parent. Students should not bring any playing cards to school for use in gambling. Non-Gambling card games will be permitted during lunch **only**.

13I. Loitering/Off Limits

No student shall loiter in areas of the building or on the grounds designated as "off limits," or in other areas of the building or on the grounds for which the student has not received prior authorization. Students are expected to be in their assigned areas at all times unless they have been given express permission by an administrator, teacher or other staff member to be elsewhere

13J. Unauthorized Publication (Non-School sponsored)

No student shall publish or distribute publications of matter which is, in the constitutional sense, considered unprivileged, libelous, or obscene. No posters or writings shall be displayed, unless signed by an administrator. Approved posters/signs for school activities shall not be displayed for a period in excess of ten days.

13K. Dress and Grooming

It is our strong belief that appropriate student dress has a positive impact on student learning, student behavior, and the overall school climate and morale. High standards of expectation for student dress help send the message to students that school is an important place. We also believe that a dress code helps prepare students for the workplace where a high standard of dress is often a requirement.

We are proud of the quality of dress worn by our students and the guidance provided by parents. All clothing is expected to be in good taste, neat and clean and provide for a safe environment for students. The Northwestern Local School District is committed to providing students a quality education in an environment that prepares them for life after graduation. These standards of dress have been established to ensure such an environment where learning and preparation for the future are the top priorities. These standards are the minimum standards for dress and grooming. Sponsors and teachers may require more strict standards regarding dress and personal appearance for participants in their program or activity such as musical performances or field trips. The principal, working with appropriate staff members, must approve the dress and grooming expectations for student participants in school-sponsored extracurricular activities. Students will be permitted to wear apparel considered appropriate, reflecting ideals consistent with and promoting the qualities of good education. The following dress and grooming requirements are the expectations for all school-sponsored events. The building administrator may exclude any student, when, in his/her judgment, the apparel is not consistent with the standards established below by Board policy. Violations of the dress code could result in removal from class or school-sponsored activity until the violation can be resolved and/or disciplinary action taken.

Dress Code Standards

Hats and Head coverings: Hats, hoods, head coverings, and sunglasses are not to be worn inside the building to avoid disrupting the educational program. Students may not wear any device that conceals their identity. Additionally, students may not wear a flag or flag-like apparel (for example: over shoulders or around the body).

Footwear: Appropriate footwear must be worn to provide for the health and safety of the student and others in the school. Please refer to individual teacher classroom expectations/rules for class/lab safety regarding footwear.

Shirts, Tops and Jackets: The following guidelines are established to avoid situations where shirts, tops and/or jackets materially interfere with school work, create disorder, or disrupt the educational program. The upper garment must have straps. It must also cover the entire area from armpit to armpit. The bottom of the upper garment must meet the top of the lower garment. See through or mesh garments must not be worn without coverage underneath. This is to serve as a general guideline. However, when considering whether attire creates disorder or disrupts the educational program, administrators will make a judgment on the appropriateness of

attire.

Pants and Other Lower Garments: The following guidelines are established to avoid situations where pants and/or lower garments materially interfere with school work, create disorder, or disrupt the educational program. Lower garments are to be worn at the appropriate level; they should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. This is to serve as a general guideline. However, when considering whether attire creates disorder or disrupts the educational program, administrators will make a judgment on the appropriateness of attire.-

Items containing obscene, illicit or offensive writing or images: A student's clothing and other personal items that include writing or images that are obscene, sexual, derogatory, discriminatory, double meaning, promote tobacco, alcohol, drugs, violence/weapons, or that could potentially interfere with school work, create disorder, or disrupt the educational program are prohibited. Suggestive phrases, designs, markings, or profanities are also prohibited this includes racially motivated phrases. Items containing the image of the confederate flag are strictly forbidden.

Jewelry and Chains: Exposed chains or chains on wallets, jewelry, and other articles that present a hazard to the safety of the student or to others in the school, and are prohibited.

Makeup and Hairstyles: Excessive or extreme makeup, hair colorings or hair styles that interfere with school work, create disorder, or disrupt the educational program are prohibited.

Exceptions: Exceptions to the above dress code will be considered to provide for special events and to promote school spirit. Students and/or sponsors must have permission from the principal prior to the activity.

Consequences for dress code violations and/or insubordination regarding the dress code will range from minor to major in conjunction with PBIS guidelines.

14 Harassment/Intimidation

Harassment/Intimidation involves repeatedly annoying or attacking peers using physical, verbal, written, or electronic action which creates fear of harm, and intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e. bullying, hazing, threat of harm) is prohibited.

14A. Intimidation: A student shall not engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, intimidate, or bully the person toward whom the act or conduct is directed, or in any way violates Northwestern Board of Education Policies 4362, 5517, or 5517.01. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes

another person to reasonably believe that such student will cause physical harm to the person or property.

14B. Harassment: No student shall violate Northwestern Board of Education Policies 4362, 5517, 5517.01, or in any way use, direct or display to, or about, a school employee (on or off school property) or student such words, phrases, or actions which are considered to be slanderous, disrespectful, harassing in nature, intimidating, degrading, disgraceful, discriminating or racist in nature and/or obscene, profane, or inappropriate, as defined by school administration. For this purpose, harassment or intimidation, degrading, disgraceful, discriminating and/or racist acts include, but are not limited to: slurs; profanity, written information; denigrating remarks or actions; obscene gestures; or other verbal, non-verbal or physical conduct including, but not limited to, those based on a person's race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age, or gender.

14C. Bullying/Cyber Bullying:

According to The American Psychological Association, bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. Cyberbullying is "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices".

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, violence within a dating relationship or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. Consequences for bullying/Cyber Bullying will result in consequences ranging from "Friday School" to recommendation for expulsion as determined by the appropriate administrator for each case. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. See Board Policy 5517.01 for more information.

14D. Hazing (State Law): The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing, or in any way violate Northwestern Board of Education Policy 5516. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

14E. Prohibition Against Teen Dating Violence, Sexual Assault and Stalking:

Northwestern Jr./Sr. High School will not tolerate dating abuse or violence of any kind, and will take the steps necessary to prevent teen dating abuse, intervene when relationship violence occurs, and help promote healthy relationships among students. Consequences for violation of this code will result in consequences ranging from "Friday School" to recommendations for expulsion as determined by the appropriate administrator for each case.

15. Unwelcome Sexual Conduct

No student shall engage in any sexual harassment or otherwise violate Northwestern Board of Education Policy 5517.01. Prohibited conduct includes, but is not limited to: unwelcome sexual advances and requests for sexual favors; solicitation of sexual activity; displaying sexually suggestive objects; making sexual remarks or gestures; displaying sexual pictures or cartoons; making derogatory comments or slurs based on sex; making sexual comments about a person's body or clothing; unwanted touching of a person; blocking of a person's exit or assaulting a person; or other verbal, non-verbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. A student shall not wear or possess clothing, jewelry, personal possessions, publications or other items or materials that are sexually suggestive.

16. Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

Student Activities

Northwestern is committed to offering a wide range of extracurricular activities. We encourage all students to become involved in the various activities. Not only do these activities give our students the opportunity to develop leadership skills and social skills but they also provide a great deal of enjoyment.

No student shall violate the rules or regulations or misappropriate funds of such school activities.

No student shall be involved with any sales except those connected with school activities and approved by the school administration. There shall be no fundraising solicitations/distributions permitted during the school day unless approved by the school administration

High School Dances

If a high school student would like to bring a date who is not currently enrolled in Northwestern Jr./Sr. High School he/she will be required to present a completed permission slip prior to purchasing a ticket for that particular dance. Permission slips are available in the office. No junior high students or individuals 21 years of age or older are permitted at high school dances. Dance tickets are sold only in advance through Hometown Ticketing up to the day before the dance. No tickets will be sold at the door.

Dances:

- No strapless dresses and dresses must be at least mid-thigh in length
- No jeans or shorts for formal dances such as homecoming and prom
- Boys must wear a collared shirt for formal dances such as homecoming and prom
- No hats or canes for formal dances such as homecoming and prom

Junior High School Dances

No high school students are permitted at junior high dances, and no students from other schools are permitted at JH dances. Additionally, all dress code policies will be enforced at JH dances.

Athletic / Extracurricular Eligibility

The following requirements apply to **all** students wanting to participate in **any interscholastic athletic team** or in **any extra-curricular activity** in order to be eligible:

1. High School -- Students must meet the minimum requirements established by the Ohio High School Athletic Association By-Laws, which state that a student must have received passing grades in a minimum of five, one-credit courses, or the equivalent, which count toward graduation in the immediately preceding grading period. (Note: Physical Education courses are only worth $\frac{1}{4}$ credit *per semester* and hence do not equate to a full year credit.)
2. Grades 7 and 8 – A student enrolled in the first grading period after advancement from the 8th grade must have passed a minimum of five of all subjects carried from the proceeding grading period in which the student was enrolled.
3. A student re-enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
4. Must maintain a minimum grade point average of 1.67 in the immediately preceding grading period including CCP, on-line classes, and flex credit classes.

If a student is ineligible because he/she does not have a minimum grade point average of 1.67 or higher, there is a one-time waiver in middle school and high school that may be granted by the administration. ***This waiver***

does not apply to the minimum requirements established by the Ohio High School Athletic Association in item 1 above.

When there is an early dismissal from school for an extra-curricular event, students must be in attendance from the start of school at 7:30 a.m. until the time of dismissal or they will not be eligible to participate in the event. Additionally, students must be in attendance for a full day in order to participate in any extra-curricular activity that particular day. **If a student-athlete has to miss a portion of the school day for an appointment (court, doctor, funeral) 24 hour advance notice is required.** Extenuating circumstances may be considered by building/district administration.

Athletic Program

The Athletic Department maintains a full program of sports for both men and women. Northwestern is a member of the Central Buckeye Conference and a member of the Ohio High School Athletic Association.

Northwestern fields teams in the following sports:

Football	Volleyball
Men's Cross Country	Women's Cross Country
Men's Golf	Women's Tennis
Men's Soccer	Women's Golf
Men's Tennis	Women's Soccer
Men's Baseball	Cheerleading
Men's Basketball	Women's Basketball
Men's Swimming	Women's Swimming
Men's Bowling	Women's Bowling
Wrestling	Women's Softball
Men's Track and Field	Women's Track and Field

Along with our athletic program, Northwestern offers a full range of other activities. Below is a list of the activities that we offer. Students are encouraged to listen to the announcements at the beginning of the day to find out when these clubs are organizing and meeting. Students interested in joining one of these activities that have not been able to make contact with the sponsor, should stop in the Guidance Office to put them in touch with the group's advisor.

The following groups/activities are active at Northwestern:

SADD	Quiz Bowl
Student Council	National Honor Society
Art Club	Power of the Pen
FFA	Unity Club
Art Honor Society	Junior Achievement
Latin Club	Gaming Club

Northwestern also has a very active Music Department. Students have the opportunity to take part in the music program by signing up for classes in those subjects. Most instrumental and vocal music programs are co-curricular and not extra-curricular activities.

High School National Honor Society Selection Procedure

- ❖ All sophomores who have attended at least one full year at Northwestern High School by the end of their sophomore year; and who have a cumulative GPA of 3.5 or higher in the fall of their junior year.
- ❖ Interested candidates will complete forms concerning their character and leadership and service activities to demonstrate that they exemplify the characteristics of a member of the National Honor Society.
- ❖ The Faculty Committee will review the applications..
- ❖ Candidates become members when inducted at a special ceremony in the fall of their junior or senior year.

National Honor Society Member Expectations

To remain in good standing, members must maintain a cumulative GPA of 3.5 or higher, be a strong participant in the chapter's tutoring program, and complete in a timely fashion twenty hours of approved and verified individual service. Students are also required to honor the terms of their ethical pledge. Students, who cheat, lie, act dishonestly, plagiarize, fail to comply with the chapter's membership requirements and/or deadlines,

violate Northwestern High School's Student Code of Conduct, or break the laws outside of school are subject to disciplinary proceedings by the Faculty Selection Committee pursuant to chapter by-laws. Discipline could result in a member being removed from the National Honor Society.

PBIS Blue Ribbon Breakfast

Junior high students who earn all As and Bs and no major/minor referrals will be invited to the Blue Ribbon breakfast each semester.

PBIS Quarterly Rewards

Junior high students who earn all As, Bs, and Cs and no major and less than 3 minor referrals per quarter will earn a quarterly reward.

PBIS Day

High school and junior high school students will be able to attend if they have no more than 3 majors, 9 minors, and no out of school suspensions.

CTC students will be permitted to attend with permission from the administration at the CTC provided/ they have met their behavior/attendance requirements.

Acknowledgement of Receipt of Handbook

I have received a copy of the 2023-24 Northwestern JH/HS Handbook. Additionally, I have reviewed the material with my son/daughter and I understand the policies and guidelines that my son/daughter must abide by while a student at Northwestern High School. Additionally, I understand that if I have a question about any of the information contained herein, I may contact the high school administration for further clarification.

Student Name (PLEASE PRINT)

Signature of Student

Signature of Parent(s)/Legal Guardian(s)

School-Sponsored Trip Permission Notice

I give permission for my child to take all school-sponsored academic, athletic, and extracurricular trips during the school year.

Student Name (PLEASE PRINT)

Signature of Parent(s)/Legal Guardian(s)

Date

Regular Bell Schedule

(47 Minute Classes)

<u>Period</u>	<u>Begin</u>	<u>End</u>
1	7:30	8:17
2	8:20	9:07
3	9:10	9:57
4	10:00	10:47
Pride	10:50	11:17
5A	11:20	11:47
5B	11:50	12:17
5C	12:20	12:47
6	12:50	1:37
7	1:40	2:27
Bus Dismissal		2:27
Driver Dismissal	2:32	

Pep Rally Bell Schedule

(39 Minute Classes)

<u>Period</u>	<u>Begin</u>	<u>End</u>
1	7:30	8:09
2	8:12	8:51
3	8:54	9:33
4	9:36	10:15
Pride	10:18	10:45
5A	10:48	11:15
5B	11:18	11:45
5C	11:48	12:15
6	12:18	12:57
7	1:00	1:39
<i>Pep Rally</i>	1:42	2:27
Bus Dismissal		2:27
Driver Dismissal		2:32