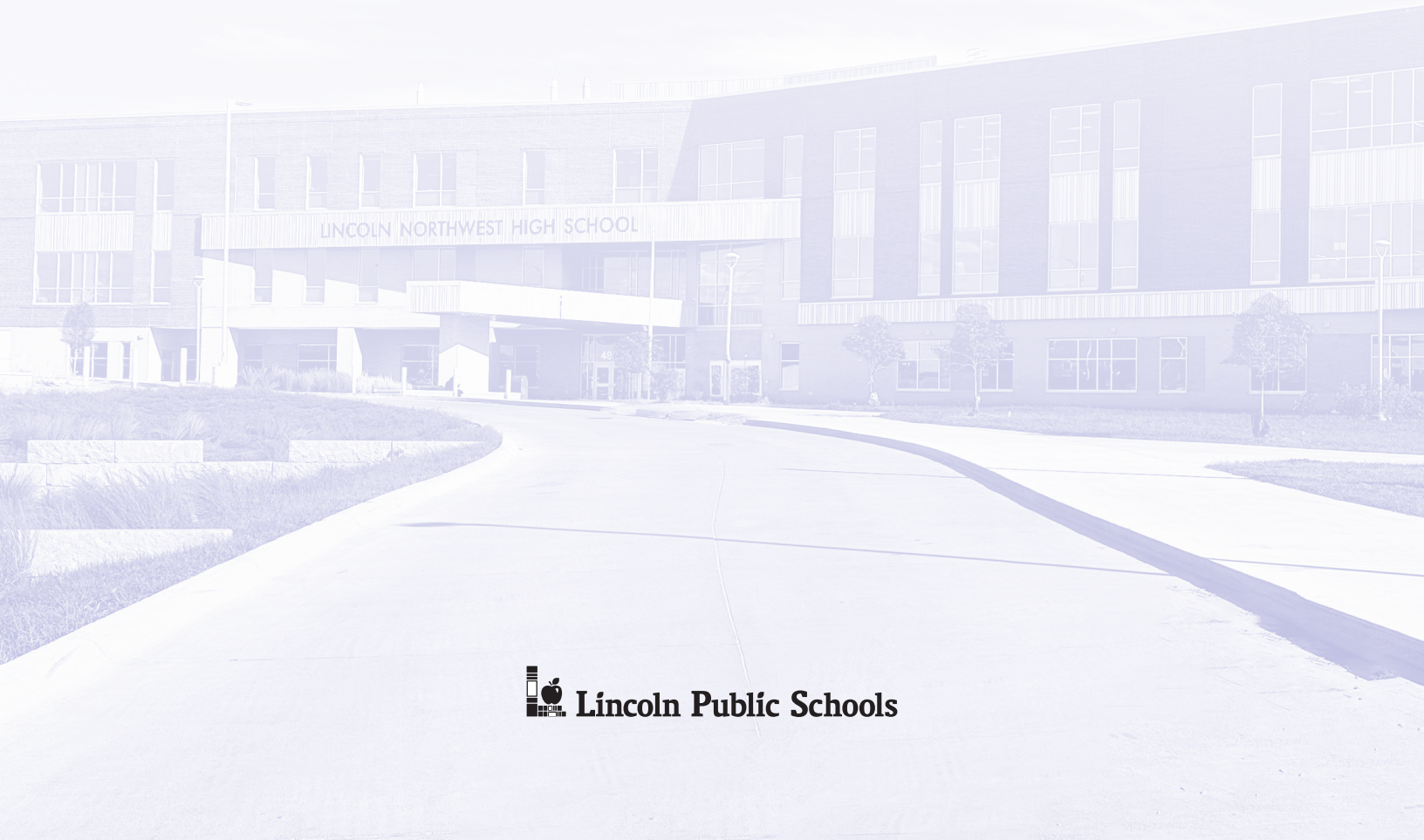




# **NORTHWEST HIGH SCHOOL STUDENT HANDBOOK**

----- 2025-2026 -----

4901 W. Holdrege Street | Lincoln, NE 68524 | 402-436-1314



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



**OUR MISSION** is to empower Falcons to RISE beyond their highest potential by nurturing a diverse community, providing unique learning opportunities, and respecting individual differences.

*All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.*

# Lincoln Northwest High School Staff

Cedric Cooper	Principal
Heather Steiner	Associate Principal
Sharilyn Bullock	Associate Principal
Duane Baack	Associate Principal
Christina Nevitt	Athletic Director
Matt Faulkner	Associate Athletic Director
Tracy Nelson	Special Education Coordinator
Kim Biven	Executive Secretary
Vicky Fillipek	Athletic Secretary
Donna Pelc	AP/Attendance Secretary
Dusty Decker	Counseling Secretary
James Petersen	Library Secretary
Kathryn McReynolds	Special Education Secretary
Allison Esmeier	Registrar
Lacey Pearson	Computer Technician
Sara Crandall	School Social Worker
TBA	School Psychologist
Anna Hower	Speech-Language Pathologist
Chloe Legel	Speech-Language Pathologist
Rebekah Ringsmuth	School Nurse
Nicole Schaefer	Bookkeeper
Michael Dudek	Head Custodian
Patrice Rabidal	Assistant Custodial Supervisor
Erika Miller	Cafeteria Manager

## Administrators

A - G	Heather Steiner
H - O	Duane Baack
P - Z	Sharilyn Bullock

## Special Education

A - Z	Tracy Nelson
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## Counselors

A - C & Focus Programs	Brooke Sharpe
D - Mn	Margaret Pass
Mo - Z	Shelly Patrick

## Department Chairs

Megan Cherry	Art
Nick Wiehn	Business
Maggie Wiehn	English
Rachel Hruza	Family & Consumer Science
Jamie Policky	Industrial Technology
Joey Plaster	Mathematics
Brenda Broeker	Media
Rob Salistean	Music
Brian Lauck	PE/Health Education
Cindy Larson-Miller	Science
Lindsay Pierce	Social Studies
Alex Alonso	Special Education
Brooke Sharpe	Counseling
Jorge Ortega Roman	World Language

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## Bell Schedule

(Bell Schedule is subject to change)

	Regular Day		Falcon Focus Day	
<b>Zero Hour</b>	7:00-7:45		7:00-7:45	
<b>Block 1A</b>	8:00-9:33	8:00-8:45	8:00-9:29	8:00-8:43
<b>Block 1B</b>	8:00-9:33	8:48-9:33	8:00-9:29	8:46-9:29
<b>Advisory</b>			9:34-9:50	
<b>Block 2A</b>	9:38-11:11	9:38-10:23	9:50-11:19	9:50-10:33
<b>Block 2B</b>	9:38-11:11	10:26-11:11	9:50-11:19	10:36-11:19
<b>Block 3A</b>	11:16-1:22	11:49-12:34	11:24-1:26	11:57-12:40
<b>Block 3B</b>	11:16-1:22	12:37-1:22	11:24-1:26	12:43-1:26
<b>Block 4A</b>	1:27-3:00	1:27-2:12	1:31-3:00	1:31-2:14
<b>Block 4B</b>	1:27-3:00	2:15-3:00	1:31-3:00	2:17-3:00

	Lunch	Class	Lunch	Class
<b>1st Lunch</b>	11:16-11:46	11:50-1:22	11:24-11:54	11:58-1:26
<b>2nd Lunch</b>	12:02-12:32	11:16-12:00	12:08-12:38	11:24-12:05
		12:36-1:22		12:42-1:26
<b>3rd Lunch</b>	12:52-1:22	11:16-12:49	12:56-1:26	11:24-12:53

## Block Schedule

Lincoln Northwest offers a 4x4 block schedule where students have four classes that meet each day for 93 minutes. This extended amount of time in class each day allows for semester classes to be completed in a single quarter at Northwest. Fewer classes in a day also allow for greater focus on each class, less time that must be dedicated to daily homework, giving more time to participate in extracurricular activities and opportunities for community involvement.



## JULY 2025

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

## AUGUST 2025

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

## SEPTEMBER 2025

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

## OCTOBER 2025

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

## NOVEMBER 2025

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

## DECEMBER 2025

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

## JANUARY 2026

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

## FEBRUARY 2026

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

## MARCH 2026

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

## APRIL 2026

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

## MAY 2026

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

## JUNE 2026

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

- First Day for K, 6, & 9th Grades
- First Day for 1-5, 7-8, & 10-12th Grades
- Last Day for Students
- All Schools Not in Session
- Schools Not in Session (*Professional Learning/Planning Day*)
- ▮ Quarter Start Dates
- ▮ Quarter End Dates

## Graduation Dates

**Tuesday, May 19, 2026** - Yankee Hill

**Wednesday, May 20, 2026** - Independence Academy

**Thursday, May 21, 2026** - Bryan Community Focus Program

**At Pinnacle Bank Arena May 22-24, 2026**

Fri: LSE | Sat: LNE, LSW, LNW, LNS | Sun: EHS, LHS, LSB

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

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



# Special Dates | 2025-2026

## JULY -----

**31** High School Readiness Days at LNW  
(11:00 - 7:00 pm)

## AUGUST -----

**12** 1st Day of School for ALL 9th Graders  
**13** 1st Day of School for 10th-11th Grade  
**22** Falcon Fest (5:30 - 7:30 pm)

## SEPTEMBER -----

**1-2** No School  
**10** Parent Teacher Conferences  
3:30-6:30 p.m.)  
**10** Honors Convocation (10th, 11th, and  
12th) 8:30 - 9:30 am

## OCTOBER -----

**9-10** Finals  
**11** PSAT Test  
**13-14** Fall Break  
**17** Homecoming Game vs Standing Bear  
(7:00 pm)  
**18** Homecoming Dance  
(7:00 pm-10:00 pm)

## NOVEMBER -----

**6** Pre-ACT Test (only 10th graders  
report to school)  
**10** Parent-Teachers Conferences  
(3:30 pm-6:30 pm)  
**26-28** No School

## DECEMBER -----

**1** No School  
**2** 8th Grade Information Night  
(6:00 - 7:30 pm)  
**18-19** Finals  
**22** First Day of LPS Winter Break

## JANUARY -----

**1-2** No School  
**5** Start of Quarter 3  
**13** Senior Meeting  
**19** No School

## FEBRUARY -----

**18** Parent-Teachers Conferences  
(3:30 pm-6:30 pm)  
**16-17** No School  
**25** Honors Convocation (9, 10, 11, &  
12th Grade) 8:30 - 9:30 am

## MARCH -----

**5-6** Finals  
**9-13** Spring Break  
**16** Start of Quarter 4

## APRIL -----

**3** No School  
**6** No School  
**7** ACT Test (only 11th graders report to  
school)  
**8** Parent-Teachers Conferences  
(3:30 pm-6:30 pm)  
**18** Junior/Senior Prom & Firefighter's  
Hall (8:00 pm-11:00 pm)

## MAY -----

**4-15** AP Testing Begins  
**13** National Honor Society Induction  
Ceremony - 6:00 - 6:45 pm  
**18** Sr. Showcase & Graduation Meeting  
(8:15 - 10:15 am)  
**20-21** Finals  
**21** Last day of school  
**23** Graduation at Pinnacle Bank Arena  
(3:00 - 4:30 pm)





## Stay Fly Student Rewards Program

The Stay Fly program(MTSS Tier I) is to recognize our students representing the LNW CORE! Teachers/Staff can submit a form for students to earn points that they can redeem at the Stay Fly Store. There are prizes such as movie tickets, gift cards, t-shirts, and many others. Students can redeem points for prizes after school on Thursdays in the Student Success Center.

## LNW Approach to Discipline

The Lincoln Northwest High School community believes that in order to create a strong learning environment of high academic achievement, we must build strong relationships with students and families throughout the discipline process. Each disciplinary situation is unique, but we will aim to be logical, preventative, accountable, and restorative to improve behaviors within the learning environment.

## Restorative Practices

The Lincoln Northwest High School community strives to be a community that leads and responds using restorative practices. The fundamental premise of restorative practices is collaboration and productive outcomes, which will allow for positive changes. Methods used in a restorative environment may include, but are not limited to:

- > Connection Circles
- > Restorative language
- > Restorative conversations

## CORE VALUES

### ► COMMUNITY

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

### ► OPPORTUNITY

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

### ► RESPECT

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

### ► EMPOWERMENT

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



# Hallway Policy

At Lincoln Northwest High School, we want to increase academic achievement, which means limiting student presence in hallways during instructional times. LNW staff will redirect students if they are outside their assigned area.

## Digital Hall Pass

- > All student-initiated passes must go through the digital hall pass system, so Chromebooks are needed for class.
- > Each student will be allowed three student-initiated passes per day.
- > Specific locations throughout the building will have limited passes at given times.

## Congregating in Restrooms

- > Restrooms will be locked for the 1st 10 minutes of each block
- > Only used for hygiene needs
- > Multiple students in a stall will result in a search

## Working Outside of Classrooms (Not Allowed)

- > Students are not allowed to work in hallways outside of their classroom without a teacher
- > The classroom is the most productive learning environment
- > The Library is available to all students with purposeful work and teacher approval
- > The Coop is an available option for students identified in special education

## Warning Bell

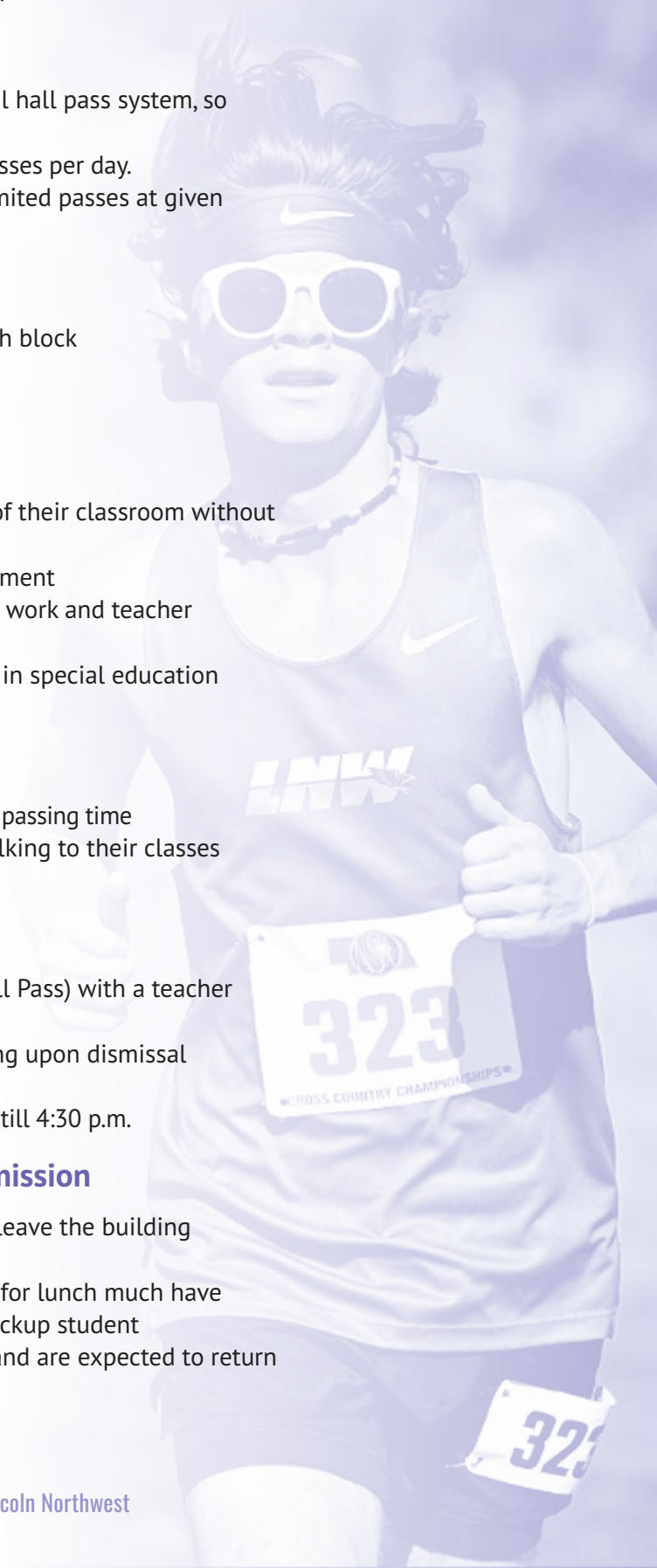
- > Students have 5 minutes between classes
- > A warning bell will sound with 1 minute remaining in the passing time
- > At this point, it is expected that students should be walking to their classes

## Before/After School

- > The academic wing is closed until 7:45 a.m.
- > Students must have made arrangements (in Digital Hall Pass) with a teacher to enter the academic wing early
- > After school, students are expected to leave the building upon dismissal
- > The academic wing will be evacuated at 3:30 p.m.
- > With proper permission, students can work in the library till 4:30 p.m.

## Students Who Leave the Building Without Permission

- > During instructional time, students are not allowed to leave the building
- > Consequences can range from detention to suspension
- > Underclassman (9th & 10th) who have a plan to leave for lunch must have parent/guardian come into the building at Door 1 to pickup student
- > Upperclassmen (11th & 12th) can leave during lunch and are expected to return by the start of class





# Electronic Device Policy

The LPS district policy for electronic devices is intended to limit distractions while increasing engagement, focus, and learning.

When are electronic devices allowed? (phones and earbuds)

- > Before/After School
- > During passing time
- > During lunch

Students are not to access electronic devices outside of the approved times listed above. Compliance at any step listed below will prevent further actions. If a student refuses to follow the procedures at any point, staff will fill out the RFA(Request for Assistance) to have the phone removed for the remainder of the day.

Upon entering the classroom, all students will be expected to put their electronic devices (phones and earbuds) in the designated classroom area.

## **1st Request - Device/s confiscated for the block**

The teacher will instruct you to put your device in the designated storage area in the classroom. You will receive your device at the end of the block.

## **2nd Request - Device/s confiscated for the day**

If students do not follow the teacher's initial request, the teacher will complete the RFA(Request for Assistance). Staff will come to the room to collect the device, which will be at the Door 18 security office.

- > Teacher contacts home
- > Office Discipline Referral written by the teacher

## **3rd Request - Classroom removal/OSS**

Students will be escorted to the office to meet with an administrator. If the student refuses to turn over their phone for the day, they will not be allowed to return to class and will be suspended from school for the remainder of the day.

- > Admin contacts home
- > Out-of-school suspension
- > Office Discipline Referral written by the administrator

*\*If a student is accessing a personal device in the hallway during instructional time, the student will be returned to their classroom and asked to put the device in the designated area for the remainder of that block. This will be considered the first request. If the student does not comply with the adult, they will move to the second request.*

## TEACHER/STAFF AUTHORITY

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



# Additional Information About Electronic Devices

Recording the image or voice of another person with an electronic device without the express permission of the person recorded or the failure to promptly delete such a recording following the request of a person recorded violates LPS Responsibilities of Students(Policy 5480)

If a student brings their device to class, they do so at their own risk and in doing so, specifically agree to not hold LPS liable for damages, claims, costs, expenses, or other charges of any kind whatsoever.

## Dress Code Expectations

Lincoln Northwest students are expected to dress appropriately for school, which provides a safe and orderly environment for all students to learn. The responsibility for a student's dress and grooming rests primarily with the student and his or her parents or guardians, although the school administration maintains the right to determine the appropriateness or suitability of any student attire.

For more information regarding the LPS Dress Code, please refer to the LPS Important Information Booklet. This information can be found in the Student Services Common Practices section on page 52. The LPS Information Booklet can be found on the front page of the LPS website under Essentials. Printed copies of the booklet can be obtained by contacting the main office.

## Cafeteria Expectations

### Entry

- > All 9th and 10th graders are required to eat on-campus for lunch.
- > Students may eat lunch in the cafeteria or commons.
- > Students must display their ID when going through the lunch line.
- > Students must wait in line. Joining friends nearer to the front of the line is not appropriate.
- > If a student has a temporary ID or no ID, they will be moved to the end of the lunch line.

### During Lunch

- > All students must be seated during lunch. Students should not walk around and move from table to table.

### Banned Clothing Items

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

### Specific Examples

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

- > Accidents happen. Students should report any spills that may occur so a staff member can assist the student in the cleanup.
- > Items, including food, should not be thrown, flicked, or kicked.

## Exit

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

## Consequences

- > Students may be required to sweep the lunch.
- > Student may be assigned lunch detention.
- > Students may be required to assist custodial in cleaning the lunch room.
- > Students may be assigned detention.
- > Repeated or excessive misbehavior may result in suspension.

## Food is Not Permitted in Classroom Areas

Students are NOT to take food/drinks from the cafeteria area to the classroom areas. Students are not to bring food into the building with intent to take food to the classroom areas.

## Food Deliveries

Students are not allowed to utilize food services (such as Uber Eats, Door Dash, etc) to have food delivered to the building. Food deliveries will be held at Door 18 in the security office.

## Off-Campus Lunch Students

Upper classman who chose to leave campus for lunch will need to return to class on time. Food is not permitted in classroom areas. Those students with excessive tardies returning from lunch could risk losing the off-campus privilege. Underclassmen (9th-10th) who have been excused by parents AND picked up at Door 1 (from main office) by parent.

# MENTAL HEALTH AND WELLBEING

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

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

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

# Tardy Policy

Students with an average of 1.2 tardies a day, over a week, will serve a 30-minute detention after school the following Wednesday. **PLEASE CHECK YOUR LPS GOOGLE EMAIL ON MONDAYS TO KNOW IF YOU OWE TARDY DETENTION!**

## Tier 1: All Students

### Step 1: Occurrence 1

All students will have tardy data tracked on Friday at the end of the day. Students who have 6 or more tardies that week will serve 30 minutes of detention after school the **following Wednesday**. An email will be sent home to students and parents/guardians by Monday.

Students who do not complete their detention will be assigned a half day In-School Suspension (Reset Room). This will be the same process for the 1st and 2nd occurrences.

### Step 2: Occurrence 2

All students will have tardy data tracked on Friday at the end of the day. Students who have 6 or more tardies that week will serve 30 minutes of detention after school the following Wednesday. An email will be sent home to students and parents/guardians by Monday.

Students who do not complete their detention will be assigned a half day In-School Suspension (Reset Room). This will be the same process for the 1st and 2nd occurrences.

## Tier 2: Some Students

### Step 3: Occurrence 3

After the 3rd time having 6 or more tardies in a week, students will be moved to Tier 2 support. Students will be assigned a half-day of In-School Suspension (Reset Room) to complete an **online attendance program**, and a phone call will be made by an administrator to their parents or guardians.

### Step 4: Occurrence 4

Students who reach 4 occurrences, having 6 or more tardies a week, will be assigned a full day of In-School Suspension, and a phone call will be made to their parents or guardians.

## Tier 3: A Few Students

Students who have reached Tier 3 for excessive tardiness will work with their assigned administrator and parents or guardians to develop a plan for timely attendance.

### Step 5: Occurrence 5

Students who reach five occurrences of having six or more tardies during a week will be assigned one day of Out-of-

## LINCOLN NORTHWEST ATTENDANCE POLICIES

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



School Suspension (OSS). Upon returning to school, the student will begin in the Reset Room to review expectations and develop skills for attending class on time.

#### **Step 6: Occurrence 6**

Students who reach 6 occurrences, having 6 or more tardies a week, will be assigned three days of OSS. Upon returning to school, the student will begin in the Reset Room to review expectations and develop skills for attending class on time.

#### **Step 7: Occurrence 7**

Students who reach 7 occurrences, having 6 or more tardies a week, will be assigned five days of OSS and referred to Student Services. Upon returning to school, the student will begin in the Reset Room to review expectations and develop skills for attending class on time.

### **Breakdown of Days**

**5 day week – 6 tardies or more**

**4 day week – 4 tardies or more**

**3 day week – 3 tardies or more**

**2 day week – 2 tardies or more**

## **School Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search students, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures, as provided in this policy, will be considered grounds for disciplinary action.

### **Personal Searches**

A student or their personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of, or under the influence of illegal or unauthorized materials. If a search of a student is conducted, it will be completed in private by a school official and with an adult witness present.

### **Locker Searches**

Student lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their

## **LOST AND FOUND**

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

Campus Security maintains lost and found items in the security office Door 18. Items not claimed at the end of each quarter will be donated to local agencies.





lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

### Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without a student's consent, and without a search warrant.

## Health Services

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

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

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

Acetaminophen and ibuprofen may be provided to students in the health office after written parent/ guardian consent is received in the health office. Written parent/guardian consent is good for the current school year and must be renewed every year. Students cannot carry any form of medication on their person without permission.

## PARKING

Student parking is located in the very south parking(UBT Stadium). The parking lot nearest to door 18 is designated for senior parking, visitors, and staff. Each student will be required to purchase a parking permit and register their vehicle with the school security office.

- Lot A (62 stalls) - \$10 parking permit (for seniors)
- Lot B - \$5 parking permit (lower BTU lot)
- 1st violation - written warning
- 2nd violation - written parking ticket and call home
- 3rd violation - written parking ticket and letter sent home that next will be towed
- 4th violation - written ticket and towed
- Stay Fly Parking will be available for those students who wish to use Stay Fly points on parking. They will also have a permit tag for that 2 week period.



## Library/Computer Lab

The Northwest High School Media Center and Community Computer Lab are open daily for student use. All students are welcome to use the resources available in the media center. For daily hours, or to search the online catalog and database, please visit our website at [LNW.LPS.org](http://LNW.LPS.org).

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

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

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

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

## MENTAL AND BEHAVIORAL HEALTH POINT OF CONTACT

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports. Go to [home.lps.org/socialworkers/mental-behavioral-health-points-of-contact](http://home.lps.org/socialworkers/mental-behavioral-health-points-of-contact) or scan the QR code below.





# National Honor Society Guidelines for Selection

## Scholarship

Juniors and Seniors with a cumulative weighted grade point average (GPA) of 3.6 or higher will be considered eligible candidates for the National Honor Society chapter of Lincoln Northwest. This GPA must be retained during membership. All Northwest students who meet this scholarship requirement at the conclusion of Semester 1 of their Sophomore or Junior year will be invited to submit a NHS Candidate Form in the spring.

## Leadership

Students demonstrate leadership by being actively involved in our school and community. Examples of leadership include, but are not limited to:

- > Taking initiative in the classroom
- > Successfully holding positions of responsibility at school, at home, or within the community
- > Participation in and/or attendance at school activities, events, and fundraisers
- > Participation in and/or involvement with school-sponsored athletics

## Character

Positive character is exemplified through a positive attitude and exerting a positive influence on others. Examples of positive character include, but are not limited to:

- > Taking responsibility for individual actions and fulfilling obligations promptly
- > Modeling honesty and reliability
- > Showing high regard for qualities such as kindness, acceptance, and positivity
- > Demonstrating cooperation and maturity by following regulations at school and in the community

Examples of behaviors which may render a student ineligible for selection include, but are not limited to:

- > Plagiarism or cheating of any kind
- > Theft at school or in the community
- > Participation in any illegal activities such as drug use and underage drinking
- > Excessive truancies or tardiness to classes
- > Ongoing failure to demonstrate Lincoln Northwest CORE values at school, online, or in the community

## Service

- > Leadership of an approved project that reflects the individual member's strengths, talents, or interests and is conducted in service of our school community; and
- > Participation in an approved chapter project conducted in service of our neighborhood community.

# Academic Integrity

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

## Cheating

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

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

## Plagiarism

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

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

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

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

1. Students will receive due process. The teacher has a private conversation with the student to explain what they observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if they believe the

## GRADUATION DEMONSTRATION REQUIREMENTS

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



student was cheating. If the teacher decides the student is cheating, the teacher must write a discipline referral.

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

## Grading Considerations

### Satisfactory/Unsatisfactory (Pass/Fail) Grades

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

### Incomplete Grades

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

### Weighted Grades

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

### Grades When Withdrawing From Classes

The District policy regarding grading options for students who drop a class is as follows: If a student withdraws from a semester or quarter class during weeks one through three of the class, no notation goes on their cumulative record (transcript). If

## FUNDRAISING


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

### **\*LPS POLICY PROHIBITS SELLING RAFFLES AND GAMES OF CHANCE.**

**Members of each club and activity should plan their projects, working cooperatively with their staff sponsor.**





A background image showing a group of students in a classroom. In the foreground, a male student with glasses is smiling and looking towards the camera. Behind him, other students are visible, some looking at papers or devices. The image is slightly faded to serve as a background for the text.

a student withdraws during weeks four through five of a semester class (completed in one quarter at Northwest) or weeks four through eleven of a traditional semester class (“skinny”), a “W” will be placed on the student’s record. If a student withdraws during weeks six through nine of a semester class (completed in one quarter at Northwest) or weeks twelve through eighteen of a traditional semester class (“skinny”) an “F” will be placed on the student record unless approval is granted for either a “W” or an “INC” to be placed on the student record. Approval is granted by the principal or designee.

## Process for Withdrawing From Classes

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

## Independent Study

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

# Academic Honors

## Honor Roll

To qualify for the honor roll, a student must have earned a GPA of 3.50 or higher while enrolled in a minimum of 25 graded credits during a traditional semester (Q1 and Q2, or Q3 and Q4). Credit earned in classes taken for S/U marks will not be included when computing the honor roll. This includes student assistant and work experience. Four categories of academic achievement will be recognized on the honor roll:

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

## Graduation Honors

The Laude Latin model will be used to recognize academic excellence at the conclusion of a student’s high school career. Students will work to compete against the criterion for academic honors – rather than other students. A student’s final cumulative GPA following the second to last quarter of high school (or term three for a block school) will be used to determine the level of honor on a student’s high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

1. **SUMMA CUM LAUDE “with highest distinction”:** Students with a cumulative weighted GPA of 4.250 and above on a 5.00 weighted scale.
2. **MAGNA CUM LAUDE “with great distinction”:** Students with a cumulative weighted GPA of 4.000 to 4.249 on a 5.00 weighted scale.

3. **CUM LAUDE “with distinction”:** Students with a cumulative weighted GPA of 3.750 to 3.999 on a 5.00 weighted scale. These students are honored for having the highest-class rank in their grades.

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

## Dance Expectations

### Requirements:

- > Students must have no more than one “F” or unsatisfactory at the time of purchase.
- > Students must not have any out-of-school suspensions during the current term.
- > The administration will determine all other circumstantial situations.

### Ticket Sales:

- > Ticket sales will begin on the Wednesday of the week of the dance and continue through Friday.
- > Ticket Price: \$20

### Dance Details:

- > Prom: Offsite, from 8:00 PM to 11:00 PM.
- > Homecoming: At the school, from 7:00 PM to 10:00 PM.

### Dress Code:

- > Students are encouraged to dress appropriately for the occasion; formal or semi-formal attire is preferred.

### Behavior Expectations:

- > All students are expected to behave respectfully and responsibly. Inappropriate behavior may result in removal from the dance.

### Important Note:

- > Doors will close one hour after the dance starts. Once students leave, there will be no readmittance.

### Additional Information:

- > A designated area will be available for students to socialize and relax.
- > Students should arrange for transportation home after the dance ends.

## POSTING AND DISTRIBUTION OF INFORMATION

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



# LPS District-Wide Athletic/Activities Code of Conduct

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

## Alcohol, Drugs, and Tobacco

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

## Consequences

**(Refer to Regulation 6740.2)**

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

## Alcohol, Tobacco, and Drug Violation Consequences

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

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

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

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

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

## Procedures for Suspension

**(Refer to Regulation 6740.1)**

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



# Northwest Falcons Athletics/Activities

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

## Athletic/Activities Eligibility

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

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

## Athletic and Activity Registration

Students who wish to compete in competitive athletics at Northwest High School must complete the online LPS Athletics & Activities Registration prior to trying out for a sport. The online registration can be found in ParentVUE in the "Online Registration" section if you are on a computer or the "OLR" section if you are on the app on your phone. The registration includes the Code of Conduct Policy, Tryout Guidelines, Parent Consent Form, the Emergency Contact Form and an area to upload the completed Student Physical document. Each athlete must have a current sports physical dated after May 1st of the current year for the upcoming school year. All of the forms listed above require the student and parent's signatures. Online registration must be on file with the Athletic Office prior to participation in a sport. For questions, please contact the Athletic Office.

# Theatre Etiquette

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

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

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

# Lockers and Locks

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

# School Community Intervention Program (SCIP)

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



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Remain in the area until  
the "All Clear" is indicated

### **ADULTS**

Close and lock door  
Business as usual  
Account for students and adults



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return inside  
Business as usual  
Monitored entry or controlled  
release of students as  
information increases

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Account for students and adults



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for students and adults  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Evacuate to specified location  
Bring your phone  
Instructions may be provided about  
retaining or leaving belongings

### **ADULTS**

Lead evacuation to specified location  
Account for students and adults  
Notify if missing, extra or injured students  
or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults



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5/25

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