

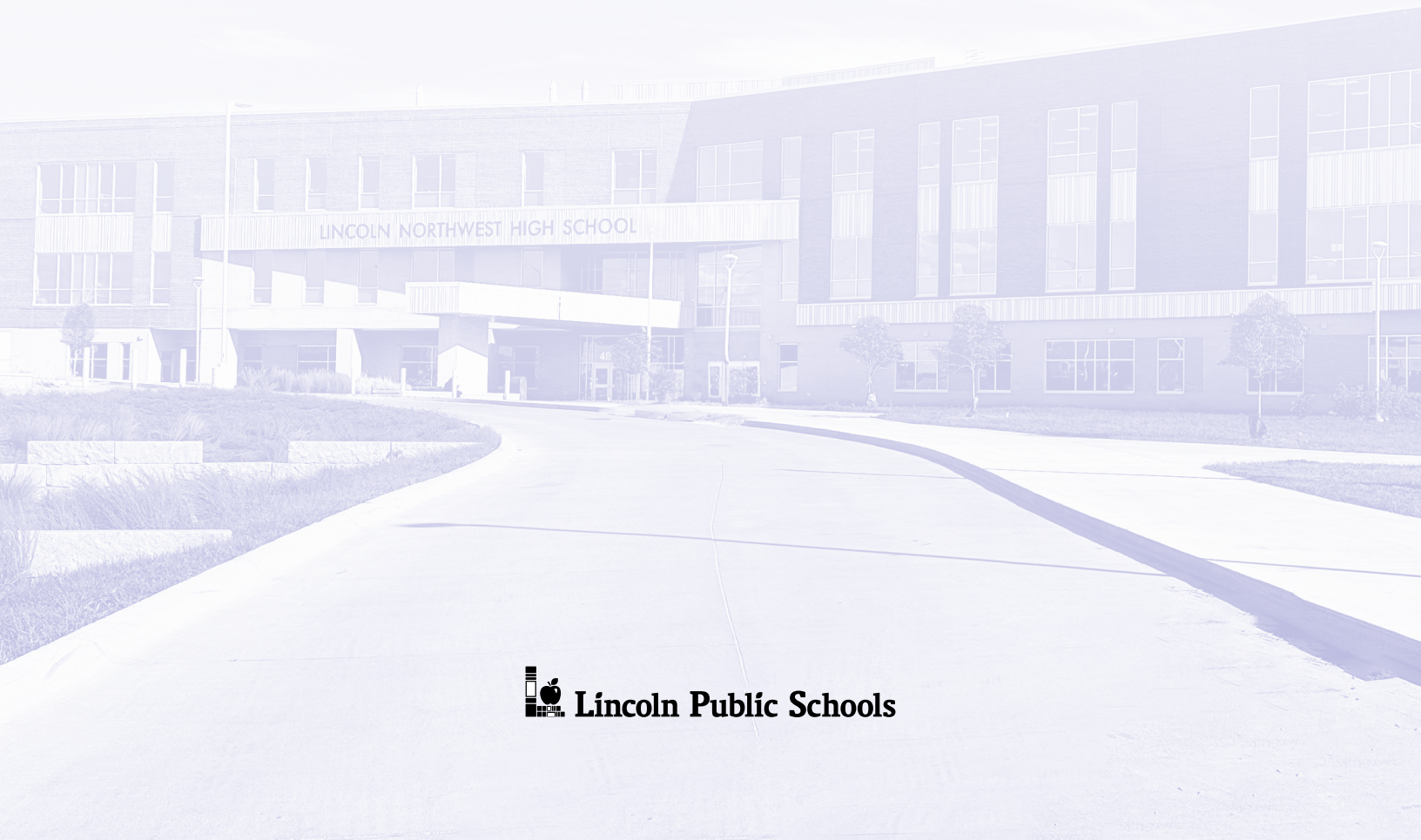


NORTHWEST HIGH SCHOOL

STUDENT HANDBOOK

----- 2026-2027 -----

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

Dr. Gary Czapla	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
Elijah Carlisle	Assistant Special Education Coordinator
Kim Biven	Executive Secretary
Vicky Fillipek	Athletic Secretary
Chloe Coon	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
District Staff	School Psychologist
Anna Hower	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 - F	Heather Steiner
G - O	Duane Baack
P - Z	Sharilyn Bullock

Special Education

A-La	Tracy Nelson
Le-Z	Elijah Carlisle

Counselors

A - B & Focus Programs	Brooke Sharpe
C - Ja	Jacob Anderson
Jb - P	Jessica Humphrey
Q - Z	Shelly Patrick

Department Chairs

Megan Cherry	Art
Nick Wiehn	Business
Maggie Wiehn	English
Rachel Hruza	Family & Consumer Science
Adam Stewart	Industrial Technology
Joey Plaster	Mathematics
Brenda Broeker	Media
Rob Salistean	Music
Brian Lauck	PE/Health Education
Richard Eitel	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	
Zero Hour	7:00-7:45		7:00-7:45	
Block 1A	8:00-9:33	8:00-8:45	8:00-9:29	8:00-8:43
Block 1B	8:00-9:33	8:48-9:33	8:00-9:29	8:46-9:29
Advisory			9:34-9:50	
Block 2A	9:38-11:11	9:38-10:23	9:50-11:19	9:50-10:33
Block 2B	9:38-11:11	10:26-11:11	9:50-11:19	10:36-11:19
Block 3A	11:16-1:22	11:49-12:34	11:24-1:26	11:57-12:40
Block 3B	11:16-1:22	12:37-1:22	11:24-1:26	12:43-1:26
Block 4A	1:27-3:00	1:27-2:12	1:31-3:00	1:31-2:14
Block 4B	1:27-3:00	2:15-3:00	1:31-3:00	2:17-3:00

	Lunch	Class	Lunch	Class
1st Lunch	11:16-11:46	11:50-1:22	11:24-11:54	11:58-1:26
2nd Lunch	12:02-12:32	11:16-12:00	12:08-12:38	11:24-12:05
		12:36-1:22		12:42-1:26
3rd Lunch	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 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	

AUGUST 2026

S	M	T	W	T	F	S
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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 2026

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

OCTOBER 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

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 2027

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

MARCH 2027

S	M	T	W	T	F	S
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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 2027

S	M	T	W	T	F	S
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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 2027

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 2027

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
-  All K-12 Students in Session
-  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 18, 2027 - Yankee Hill
Wednesday, May 19, 2027 - Independence Academy
Thursday, May 20, 2027 - Bryan Community
At Pinnacle Bank Arena May 21-23, 2027
Fri: LHS | Sat: LNS, LNW, LSE, LNE | Sun: LSW, LSB, EHS

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

- 28** High School Readiness Days at LNW (11:00 a.m. - 7:00 p.m.)

AUGUST

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

SEPTEMBER

- 7-8** No School
10 Homecoming Game vs Standing Bear (7:00 - 10:00 p.m.)
16 Parent-Teachers Conferences (3:30 - 6:30 p.m.)
17 Honors Convocation (10th, 11th, and 12th) 8:30 - 9:30 a.m.

OCTOBER

- 13-14** Finals
11 PSAT Test
15-16 Fall Break

NOVEMBER

- 5** Pre-ACT Test (only 10th graders report to school)
10 Parent-Teachers Conferences (3:30 - 6:30 p.m.)
25-27 No School

DECEMBER

- 1** No School
2 8th Grade Information Night (6:00 - 7:30 p.m.)
21-22 Finals
23 First Day of LPS Winter Break

JANUARY

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

FEBRUARY

- 15** No School
17 Parent-Teachers Conferences (3:30 - 6:30 p.m.)
24 Honors Convocation (9, 10, 11, & 12th Grade) 8:15 - 9:30 a.m.

MARCH

- 4-5** Finals
8-12 Spring Break
15 Start of Quarter 4

APRIL

- 3** No School
6 ACT Test (only 11th graders report to school)
8 Parent-Teachers Conferences (3:30 - 6:30 p.m.)
17 Junior/Senior Prom (8:00 - 11:00 p.m.)
28 National Honor Society Induction Ceremony - 6:00 - 6:45 p.m.

MAY

- 18** Graduation Meeting (8:15 - 9:30 a.m.)
19-20 Finals
20 Last day of school
22 Graduation at Pinnacle Bank Arena (6:00 - 7:30 p.m.)



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.

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

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.

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.



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.
- > Students who leave the classroom for bathroom/drink MUST wear the classroom issued lanyard.
- > Specific locations throughout the building will have limited passes at given times.
- > Students are to leave their phones in the classroom while on a digital hall pass.

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. Nebraska Legislative Bill 140 supports the LNW electronic device policy.

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. Students are to leave their phones in the classroom while on a digital hall pass.

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.
- > Accidents happen. Students should report any spills that may occur so a staff member can assist the student in the cleanup.
- > Students are expected clean up their area and dispose of recycled items and garbage.

During Breakfast

- > Breakfast will be served from 7:00 - 7:55 a.m.

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

- > Students are expected to clean up their area and dispose of recycled items and garbage.
- > Students are not allowed to enter the academic wing until 7:45 unless previous arrangement utilizing the digital pass system.

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 for Not Following Expectations

- > 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.

Attendance

Uninterrupted attendance in regularly scheduled classes allows students to obtain maximum benefit from the District's instruction program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

Reporting an Absence

If it is necessary for a student to be absent from school, it is the responsibility of the parent/guardian to notify the Attendance Office (402-436-1314 *option 1*) to report the absence.

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/lwncounseling, 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.

All absences must be verified within 48 hours to avoid having absences remain listed as trancies in the student's attendance record. The attendance office will not remove listed trancies once the 48-hour period is expired. A 24-hour phone line is available (402-436-1314 option 1). Please identify your student by name and student I.D. number and leave the reason for absence.

The circumstances for all absences from school will be reported as School Excused or Not School Excused.

Please refer to the following ParentVue absence definitions:

SCHOOL EXCUSED ABSENCES

In order for an absence to be School Excused the parent/guardian must provide the school with documentation to demonstrate that the absence was beyond the control of the parent or child. This could include but is not limited to illness documented by a doctor, death of a family member, court, or suspension. Absence from class for school-related activities such as field trips are also school excused. If viewing ParentVue on a computer, School Excused Absences are further defined by hovering over the absence code.

These absence codes include:

MD - Medical

AD - Administrative

SE - School Excused

SU - Suspension

SA - School Activity

This option is not available on the mobile app.

PARENTVUE ABSENCE CODES (MOBILE APP VERSION)

 **Unexcused Absent**

 **Excused**

 **Unexcused Tardy**

 **Excused Tardy**

 **Activity**

NOT SCHOOL EXCUSED ABSENCES

Not School Excused Absences are those absences in which the parent communicates with the school that the student will be absent and includes illness (without a doctor's documentation), medical appointments, and vacations as well as other absences in which the parent has not communicated a reason for the student's absence. If viewing ParentVue on a computer, Not School Excused Absences are further defined by hovering over the absence code.

These absence codes are:

IL - Illness

PA - Parent Acknowledged

TR - Truant

This option is not available on the mobile app.

Excessive absences seriously impact a student's ability to succeed in school and are a violation of school rules. If a student is excessively absent, an administrator will send a written notice to the parent explaining the consequences of further absences. If absences that are Not School Excused continue, one or more meetings will be held between the school (a school attendance officer, a school administrator or designee, and/or a school social worker) to develop a collaborative plan to reduce barriers to attendance. If the results of these efforts are ineffective or if a dangerous condition exists, a report on the circumstances may be made to the county attorney.

Parentvue Absence Codes (Desktop Computer Version)

Days of Attendance															
Legend	 Excused	 Tardy	 Unexcused			 Activity			N/S - Not Scheduled						
Date	Reason	Periods													
		0	1	2	3	4	5	6	7	8	9	10	11	12	13

The following Absence Codes may be viewed on desktop computer when hovering over the attendance icon. They are not available when using the mobile app.

Code	Descriptor	Description	Attendance Impact
TR	Truant	A student is truant from school when he/she is absent without the knowledge and permission of the parent and the building administration.	Unexcused
TD	Tardy	Students are tardy if they are not in their assigned classrooms when the class is scheduled to begin unless excused by permission from the building principal or designee.	Tardy
AD	Administrative	The student is not in his/her scheduled class, but is working with an administrator, counselor or nurse.	Excused
AP	Alternative Placement	The student is attending an LPS program at a location other than their home school or a Rule 18 facility. LPS programs include: Lancaster County Youth Services, Homebound students and RTC (Residential Treatment Centers) programs. The RTC programs include Turning Point RTC (girls) at 1430 South St. and Child Guidance RTC (boys) at 904 Summer St.. It does not include the Bryan Center, Elementary Behavioral Skills Program (EBSP), Secondary Behavior Skills Program (SCSP) or CAPS at Bryan LGH.	Excused
EX	Expulsion	The student has been placed on expulsion but after a conference with Student Services has chose to attend an alternative school.	Excused
IL	Illness	Student is ill.	Unexcused
IS	In-School Suspension	The student is not in his/her scheduled class, but is attending an assigned, supervised, alternative placement in the building.	Excused
MD	Medical	Documentation from a medical provider verifying the student's absence is due to illness. This would also include absence due to a student being sent home by LPS Health Office Personnel. This would not include dentist appointment, physicals, etc.	Excused
PA	Parent Acknowledged	The parent has informed the school of the student's absence.	Unexcused
SA	School Activity	The student is not in his/her scheduled class, but is attending an assigned, school-organized activity that is supervised by school staff.	Activity
SE	School Excused	Absences excused by school administration.	Excused
SS	Student Services	Student Services Use Only	Excused
SU	Suspended	The student has been denied attendance in school by a school administrator.	Excused

Tardy Policy

Tier 1: All Students

Step 1: Occurrence 1

All students will have their tardy data tracked on Friday at the end of the day. Students who have five or more tardies that week will collaborate and problem-solve with their teacher, counselor, administrator, AND/OR their parent or guardian ([Tardy Restorative Conversation](#)). This restorative conversation is designed to balance support and accountability with the student.

Step 2: Occurrence 2

**PLEASE CHECK YOUR LPS
GOOGLE EMAIL ON MONDAYS TO
KNOW IF YOU OWE TARDY
DETENTION!**

All students will have their tardy data tracked on Friday at the end of the day. Students who have **five or more** tardies that week will serve 30 minutes of after-school detention the following Tuesday AND meet with their counselor and/or administrator to work with parent/guardian to revisit the restorative conversation and correct tardy behavior.

Students who do not complete their detention will visit with administration/counselor, where they will utilize a tiered system of consequences which can include in-school suspension, out-of-school suspension, dance privileges, off-campus privileges, parking privileges, etc.

State Law Regarding Attendance

Based on School Board Policy (Reg. 5140.1), the school may report to the County Attorney when a collaborative plan involving the school, guardian, and the student to reduce barriers to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year.

Absence codes that make up the excessive absences include:

IL - Illness

PA - Parent Acknowledged

TR - Truant

The four stages of Not School Excused Absences is as follows:

> STAGE 1

5 Days of absence in quarter/10 days for the year

School notifies parent/guardian that student has reached Stage 1 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance.

> STAGE 2

10 days of absence

School notifies parent/guardian that student has reached Stage 2 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance. School contacts parent/guardian to schedule a Collaborative Plan meeting.

> STAGE 3

15 days of absence

School notifies parent/guardian that student has reached Stage 3 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance. A meeting may be held with parent/guardian to review student's collaborative plan and to add additional measures if warranted.

> STAGE 4

More than 20 days of absence

School sends the following documents to the County Attorney: Stage 4 County Attorney Referral Letter, Collaborative Plan(s), dates the stage letters were sent and the dates meetings were held with student and their parent/guardian(s). School sends Stage 4 County Attorney Referral Letter to parent/guardian.

Parents/guardians of high school students can monitor their student's attendance on Synergy ParentVue.

**Nebraska State Law, 79-209, allows schools to refer every student, whether of elementary, middle or high school age who exceeds 20 days of Not School Excused absences during the school year to the County Attorney.*

Tier 2: Some Students

Step 3: Occurrence 3

After the 3rd time having **five or more** tardies in a week, students will be layered up to Tier 2 supports. Students will again serve 30 minutes of detention after school the following Tuesday.

Students who do not complete their detention will visit with administration/counselor, where they will utilize a tiered system of consequences which can include in-school suspension, out-of-school suspension, dance privileges, off-campus privileges, parking privileges, etc.

Step 4: Occurrence 4

Students who reach Step 4, having **five or more** tardies a week, will be assigned a full day of In-School Suspension.

Tier 3: A Few Students

Step 5: Occurrence 5

Students who reach Step 5 of having **five or more** tardies during a week will be assigned one day of Out-of-School Suspension (OSS).

Step 6: Occurrence 6

Students who reach Step 6 of having **five or more** tardies during a week will be assigned two days of OSS.

Step 7: Occurrence 7

Students who reach Step 7 of having **five or more** tardies during a week will be assigned five days of OSS and referred to Student Services.

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.

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.



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 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.

Student Parking and Traffic Expectations

1. All vehicles parked in a student lot **must have a valid LNW parking permit. Students will not be issued a permit until all proper documentation has been completed.(name, ID#, vehicle make/ model, plate #)**
2. Student parking lots are identified by **Senior Lot - A(closest to Door 18) and Stadium Lot B (UBT)**
 - Seniors who wish to park in **Senior Lot - A** will pay an annual \$5 fee(non-refundable) for a valid permit. This lot has only 62 stalls, first come, first serve.
 - Students who wish to park in **Stadium Lot B** will pay an annual \$5 fee(non-refundable) for a valid permit.
3. Students utilizing either parking lot on the LNW campus must submit the Parking Application Form to be completed during Readiness Day or prior to the first day of school..
4. The parking decal must be appropriately attached to the **upper inside of the front windshield - left side**. It is the student's responsibility to be sure the decal is visible.
5. Parking decals are non-transferable to other students(see the Bookkeeper for further details).
6. **If a student needs to drive a different vehicle** other than the one for which the permit was issued, that student must report this to the Bookkeeper Office before the beginning of their school day. Failure to do so will risk the student's vehicle being ticketed.
7. **SENIOR LOT A PERMITS - there are 62 stalls in this lot and will be first come first serve for seniors.**
8. **Those students who RECEIVED A TOW LETTER(last year)) will NOT be eligible for Senior Lot A permits going forward.**

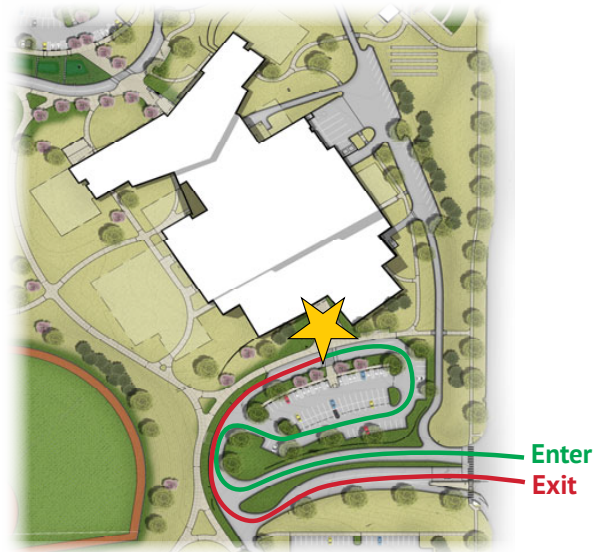
LOCKERS AND LOCKS

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.

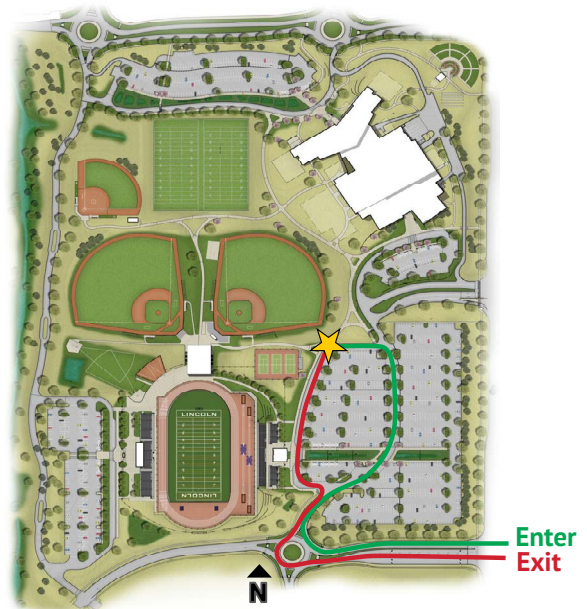


9. CONSEQUENCES FOR VIOLATING THE LNW PARKING GUIDELINES:
 - **1st VIOLATION** - a written warning will be placed on the vehicle and documented with the Main/Security Office. This written notice will be the only warning to the vehicle's driver.
 - **2nd VIOLATION** - a written warning will be placed on the vehicle and documented with the Main/Security Office and a contact home.
 - **3rd VIOLATION** - \$10.00 Parking Ticket fine will be issued, along with communication to Parents about the possibility of being towed for future violations.
 - **4th VIOLATION** - \$10.00 Parking Ticket and towed from the LNW parking lot, at the vehicle owner's expense(Capital Towing vehicle retrieval from Impound ranges from \$150+)
10. Violations include but are not limited to:
 - No valid parking permit decal or improperly displayed decal.
 - Parking in a lot is not appropriate for the issued permit.
 - Illegally parking in a designated fire lane, bus, or loading zones.
 - Parking in a reserved area(electric stall, premier parking, no-parking zone).
 - Occupying more than one parking space.
 - Parking in a handicapped space; is also a city parking violation and is monitored by the LPD.
11. Any vehicle parked on Lincoln Public Schools property can be searched based on suspicion of violating school rules or criminal offense.
12. Any student who finds the permit fee causes financial hardship should contact the Bookkeeper office.
13. Parking in an LNW student parking lot is a privilege. The Northwest Administration can terminate this privilege for Lincoln Public Schools rules violations, including excessive trancies, tardies, and school misconduct.
14. All student parking will be confined to the south side of the building.
15. **THE SERVICE ACCESS ROAD DIRECTLY EAST OF THE BUILDING WILL NO LONGER BE AVAILABLE FOR STUDENT DROP OFF/PICKUP.**
16. See pics below for traffic patterns for student drop off/pickup.

REMINDER: The service access road directly east of the building will no longer be available for Drop Off/Pick UP!



Traffic Pattern with STUDENT Drop Off/Pick Up at Opportunity Drive



Traffic Pattern with STUDENT Drop Off/Pick Up at Vine Street

Student Fines

Any student who has not cleared fines on time may have their privileges revoked, including:

- > Student parking privileges
- > Participation in certain groups or sports
- > Admission to dances
- > Participation in athletics or activities.

Individual fines and fees can be viewed and paid through Synergy ParentVue. Students can setup a payment plan with the bookkeeper.

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.

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.

Students are required to scan their student ID upon entering. Students must present a pass at the front desk when entering the media center

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 or scan the QR code below.



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.

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

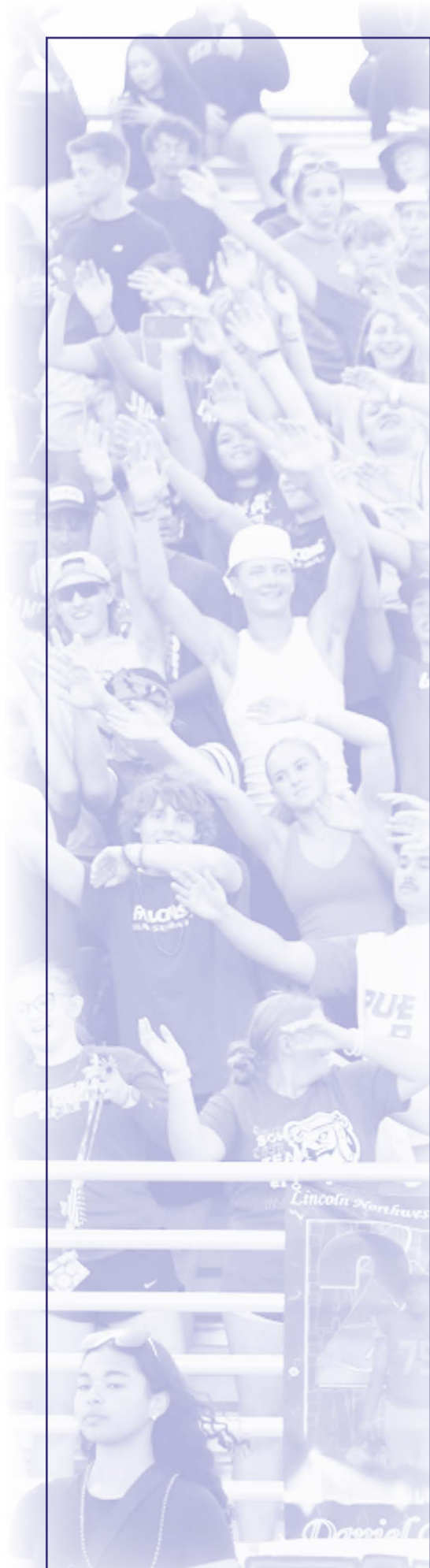
Students demonstrate leadership by being actively involved in our school and community. Examples of leadership include, but are not limited to:

- > 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 or 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:

17. Students will receive due process. The teacher has a private conversation with the student to explain what they observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if they believe the student was cheating. If the teacher decides the student is cheating, the teacher must write a discipline referral.
18. Teacher calls home and informs parents.
19. Administrator will meet with the student to process the referral.
20. Administrator will assign appropriate consequences.
21. 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.
22. 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

ACADEMIC SUPPORT

Academic Support is for students utilizing their 504 accommodations during the school day. Teachers will utilize the eHall pass to assign students to Academic Support room.

FALCON FINISH

Falcon Finish is academic assistance offered after school for 45 minutes. Students have a quiet place to do homework. Students are always encouraged to seek extra assistance from their teacher when necessary. Student expectations of Falcon Finish is to scan and then put phone in the phone caddy. Falcon Finish can be assigned by teachers.



reviewed yearly. Only a grade of “C” and above will be weighted in these courses.

Grades When Withdrawing From Classes

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

Process for Withdrawing From Classes

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

Independent Study

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

Academic Honors

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

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.



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.

Falcon Finish

Falcon Finish is an after school academic program provided for students who need a safe and supervised place to do school work. Students can also be assigned to Falcon Finish by their teacher if they are not performing in the classroom. Falcon Finish starts at 3:15 p.m. and concludes at 4:00 p.m.

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.
- > Students who have reached >24 tardies or period trancies in the current term will not be eligible to purchase dance tickets.
- > Students must purchase their own individual ticket.
- > The administration will determine all other circumstantial situations.

Guest Requirements:

- > Guest MUST provide photo ID when entering the dance

Ticket Sales:

- > Ticket sales will begin the week prior to the dance.
- > All fines should be paid the week prior to ticket sales.



- > Students will not be allowed to purchase a ticket until fines are paid.
- > Guest name and school will need to be provided at the time of purchase.
- > Student needs to show school ID at the time of purchase.

Dance Details:

- > Prom: Offsite, from 8:00 PM to 11:00 PM.
- > Homecoming: At the school, from 7:00 PM to 10:00 PM.
- > Doors will close one hour after the dance starts. Once students leave, there will be no readmittance.

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.

Additional Information:

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

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, 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

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.



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.

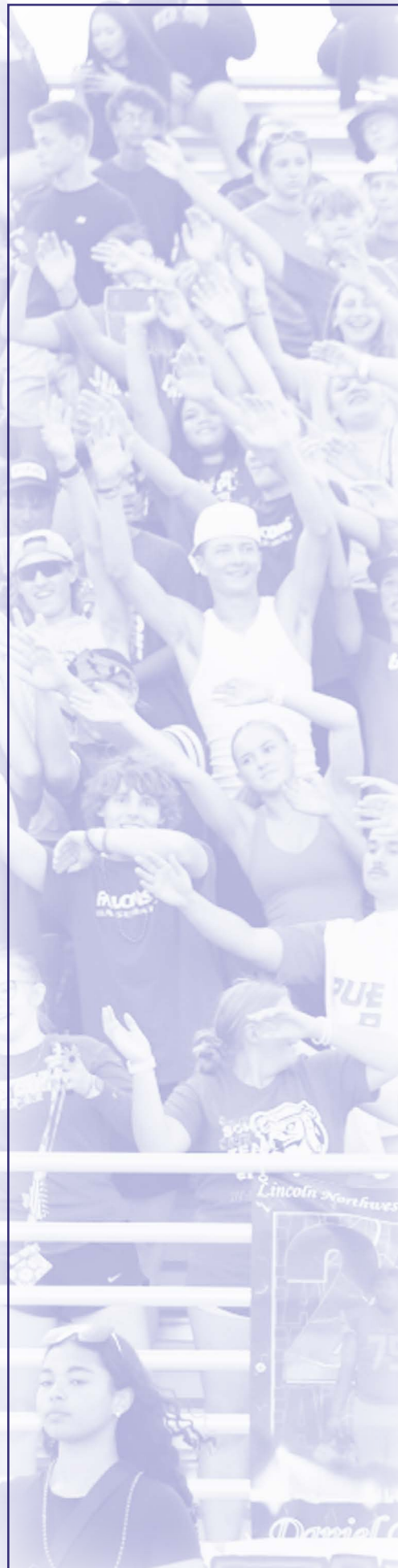
Northwest Falcons Athletics/Activities

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.

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/activities must have taken and passed 20 credits the semester prior to the season. Students must also be enrolled following the season (Term 1 & 2 or Term 3 & 4) in at least 15 credits during each term 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

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

Hazard	Safety Strategy
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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