

2025 - 2026 Northwestern High School Building Level Rules

Wildcat Families:

Each student has been provided with an electronic copy of our school rules. You can find it on our school webpage, as well as linked right here. Link: [Building Level Rules](#)

Many of the important day-to-day school rules, policies, and procedures are included in the link. Because of this, it is important that students and their parents are aware of its contents. Please go over the rules with your child and discuss their importance.

Students or families experiencing difficulty related to their housing situation may qualify for services under the McKinney-Vento Act. This might include being displaced due to fire, poverty, or other situations that would have you or your family doubled up with another family or displaced from your normal home setting. Please contact the McKinney-Vento Coordinator at (814) 756-9400 extension #2 if you have questions about this program.

An electronic copy of the sign-off has been provided to the students in a Google form. The sign-off form states the following:

“By typing my name below I am certifying that I have read the information contained in the link that covers the rules and procedures for the Northwestern High School as it applies to the 2023 - 2024 school year. I am aware of and understand the rules, policies, and programs stated therein. I am also aware of the additional information that may be accessed through the Northwestern School District website at www.nwsd.org and acknowledge that as a student of Northwestern High School I have been made aware of the resources available concerning school rules and procedures.”

By having our students sign this electronic form, it simply means they have seen the rules and are also aware of the resources that are available on the high school and district website at www.nwsd.org Thank you.



"Defend the Den"
NORTHWESTERN HIGH SCHOOL
"Welcome to Wildcat Country"
200 Harthan Way
Albion, PA 16401
Tele: (814)756-9400 / Fax: (814) 815-8601
www.nwsd.org



"Educators in the Offices"

PRINCIPAL	Natalie M. Herath
ASSISTANT PRINCIPAL	Robert K. Stauffer
GUIDANCE COUNSELOR 11/12	Nicole Campbell
GUIDANCE COUNSELOR 9/10	Greg Nieder
SCHOOL RESOURCE OFFICER	Deputy Joseph Strobe
HIGH SCHOOL SECRETARY	Ashley Madara
HIGH SCHOOL ATTENDANCE CLERK	Terry Burt
GUIDANCE TECHNICIAN	Jane Frawley
TECHNOLOGY DIRECTOR	Joshua Falen
SCHOOL NURSE	Allison Griffey
ATHLETIC DIRECTOR	Clayton Miller
ASSISTANT ATHLETIC DIRECTOR	Alyson Thiem
CUSTODIAL MAINTENANCE	Tiffany Hammett

"Faculty and Staff in the Classrooms"

Richard Asmondy	Julie Miller
Jody Boratyn	Robert Miller
Patti Boleratz	Cinda Murray

Monica Brown	Cynthia Nearhoof
Suzanne Byers	Shannon Ordakowski
Andrew Canfield	Scott Richards
Nancy Chase	Michelle Ruland
Nicholas Copeland	Julie Schmidt
Clinton Corder	Angie Shade
Dominic Corsini	Steven Shimek
Allison Griffey	Julia Shipton
Christopher Haskins	Kathy Smith
Brenda Homansky	Michelle Smith
Anthony Jr Honeycutt	Emily Sorbara
Shannon Kelley	Carrie Soerensen
Lori Krahe	Leah Stewart
Dana Kuhn	Alyson Thiem
Scarlette Macfarlane	Sandra Throop
Sharon Mahoney	Andrew Wolfe
Jillian Melchitzky	Jeffrey Wolford
Barbara Miller	Patricia Wood
Craig Miller	

ATTENDANCE

Regular attendance is a VITAL factor in successful school work. The only legal reasons for being absent from school are:

- Personal illness
- Death in the immediate family
- Quarantine
- Impassable roads
- Religious holidays approved by the State Department of Education

On the day you return to school after an absence, a written excuse giving your name, calendar date/s of the absence, the reason for your absence and parent signature must be submitted. If not submitted within five (5) days, the absence may be ruled unexcused.

Three (3) unexcused absences will generate a three-day letter being sent home. After three (3) unexcused absences, a School Attendance Improvement Conference between the parent and the vice principal will be scheduled. A Truancy Elimination Plan will be created at that time. The sixth (6) unexcused absence will cause citations to be filed with District Justice.

School starts at 7:27 AM

If your ARRIVAL TIME is:

7:28 a.m. - 8:48 a.m.	LATE = PRESENT FULL DAY (Absent $\leq 20\%$ of Day / ≤ 80 Minutes)
8:49 a.m. - 11:46 a.m.	TARDY = 1/2 DAY ABSENCE (Absent $\geq 21\%$ to $\leq 63\%$ of Day) (≥ 81 Minutes to ≤ 258 Minutes)
Arrival after 11:47 a.m.	FULL DAY ABSENCE (Absent $\geq 64\%$ of Day / ≥ 259 Minutes)

DEPARTURE TIME:

Depart before 9:59 a.m.	ABSENT FULL DAY (Absent $\geq 64\%$ of Day / ≥ 259 Minutes)
10:00 a.m. - 1:00 p.m.	1/2 DAY ABSENCE (Absent $\geq 21\%$ to $\leq 63\%$ of Day) (≥ 81 Minutes to ≤ 258 Minutes)
1:01 p.m. - 2:20 p.m.	LEFT EARLY = PRESENT FULL DAY (Absent $\leq 20\%$ of Day / ≤ 80 Minutes)

Absences due to long-term illness or extenuating circumstances will be dealt with on a case-by-case basis.

On the day/s you are absent from school you may not participate in any type of school activity without a legal excuse and principal approval.

You may miss up to **ten days of school** with an excuse from your parent or guardian. Days for which doctor's excuses are submitted will not be counted as part of the ten days.

If you accumulate ten (10) days of absences, your parents will be notified and a written doctor's excuse will be required for every additional day of absence for the remainder of the school year.

TARDINESS

Punctuality is important! If you are late/tardy to school, report to the office for a signed late/tardy slip. If you are late/tardy to school or homeroom five (5) times, you will be assigned a one-half hour detention. If you continue to be late/tardy and reach a total of ten (10), you will be assigned an hour detention. At fifteen (15) lates/tardies, you will be assigned a 2.5-hour detention and at twenty (20) lates/tardies, you will be assigned a Temporary Refocusing Assignment or In School Suspension (ISS). At the end of the first semester, and at the end of the school year, lates/tardies will be cleared and we will start the process again.

EXCUSAL FROM SCHOOL FOR APPOINTMENTS

Every effort should be made to schedule appointments after school. Permission for early dismissal from school must be obtained in the high school office before the beginning of the first period. An early dismissal request must include the time, date, place, parent/guardian signature, and a telephone number where the appointment can be verified. **Excusal from school just to "go home" is considered illegal/unexcused.**

PLEASE NOTE: **Forging a parent signature is a violation of school policy and will be dealt with accordingly.**

CHRONIC ABSENTEEISM

All Pennsylvania public schools are obligated to provide attendance data for the Future Ready PA Index, a comprehensive, public-facing school progress report that increases transparency around school and student group performance.

Rates of chronic absenteeism will be reported on the Future Ready PA Index, and will be calculated at the building level. Chronic absenteeism will be calculated based on the number of students who have missed more than 10 percent of school days across the academic year. Throughout the school year information will be provided regarding chronic absenteeism and efforts will be made to address chronic absenteeism. Our efforts will constitute a proactive approach and include attendance improvement plans and truancy elimination plans. Ultimately, proceedings involving a truancy citation and an OCY referral will be pursued for habitually truant students.

MAKE UP OF CLASS WORK AFTER AN ABSENCE

You have a maximum of five (5) school days to make up assignments that might have been missed beginning the day you return from an absence. Allowances may be made for an extended illness on a case-by-case basis or extended educational travel. The exception to this rule would be days that were found to be unexcused or illegal. Class work that is missed due to illegal or unexcused absences is NOT permitted to be made up for credit. Any student who receives an "Incomplete" for a nine-week grade has a period of two (2) weeks to make up work that was responsible for the incomplete grade.

AFTER-SCHOOL TUTORING PROGRAM

The school will have a tutoring program that runs on Tuesday and Thursdays of each week from 2:30 - 4:00 PM in the school library. There will be paid professional teachers in each subject area that will assist struggling students. Students will be notified by their teachers by signing a tutoring slip from the prior week. If a student turns work in or completes directions from that teacher the student can be released from tutoring before they have to attend. A tutoring release can only happen by sole discretion of the teacher that assigned it or administration. Furthermore, teachers will assign mandatory or preferred tutoring based on each specific student's progress in the class. These slips will then be signed and will go home with the student. A student should notify their parents that they have tutoring. If a student cannot attend, a parental excuse turned into the office will be accepted. If a student skips a mandatory tutoring administrative discipline will be issued. Students staying for tutoring will have the ability to ride home on the activity bus.

EMERGENCY FORMS & CONTACT INFORMATION

Every student must have an emergency form on file in the office. You are provided with a form to complete each year. **YOU AND YOUR PARENTS/GUARDIAN ARE RESPONSIBLE FOR KEEPING EMERGENCY AND CONTACT INFORMATION CURRENT.**

ACADEMIC INTEGRITY

All forms of academic dishonesty are based on the act of taking credit for the work of another. This can take many forms: **1) Copying another student's work and/or offering your own work to be copied 2) Cheating on a quiz or test**

Plagiarism It is the *student's responsibility* to clearly establish for readers the difference between his/her own ideas and the ideas of others. Additionally, it is the student's responsibility to seek help in making this distinction if not sure how to proceed. With this in mind, plagiarism will be defined as:

- submitting ideas or information from a source that is not cited in the bibliography.
- submitting text that closely resembles the wording of the source and is therefore not the student's own work. Changing a few words is plagiarism, even if the source is cited in the bibliography.
- Consequences for academic dishonesty may include one or more of the following:
 - Notification of parent & receiving a zero for the assignment
 - Redoing the assignment on another topic for less than full credit; failure to do so will result in a zero
 - After-school detention
 - In-School Suspension
 - Disciplinary hearing

CONDUCT AND BEHAVIOR

All teachers and adult personnel may call attention to conduct or behavior that is not acceptable and in violation of school rules. We expect individuals to behave in a manner that is a credit to themselves, their peers, parents and school. At Northwestern we expect our students to be responsible young adults who are capable of self-discipline.

The following list of regulations should provide an adequate set of guidelines for everyone to follow.

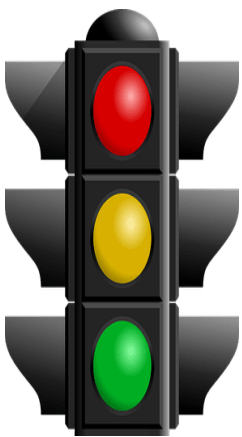
SCHOOL REGULATIONS PROHIBIT:

- Smoking on buses and/or school property and carrying cigarettes, tobacco in any form, or other tobacco related articles, including lighters, vape pens, juuls, etc.
- Disrespect for Faculty and School Personnel, vulgar language, lying, hazing, cheating, fighting, running in the halls, theft, or other disturbances.
- Littering, destroying or defacing school property.
- Eating or drinking in classrooms is at teacher discretion.
- Possession or display of offensive materials on locker doors or in lockers.
- Displays of affection beyond holding hands.
- Possession, use or distribution of illegal substances or materials on school property.
- Possession of anything that might be considered a weapon.
- Leaving the school building or school property without permission from the principal or assistant principal.
- Skipping class or refusal to attend a class.
- Tampering with school safety equipment.
- Bullying and/or Cyber bullying.
- Any tampering with school computers.
- For safety reasons, animals are not permitted in school without prior permission from the school principal and classroom teacher. **Parents must make arrangements to bring the animal to the building office in the morning and pick the animal up prior to the end of the day. No animals are permitted to be transported via District transportation.** Service animals are permitted in accordance with School Board Policy #718 and other applicable state and federal laws and regulations.

PERSONAL ELECTRONIC USAGE RULES FOR MOBILE DEVICES

1. There are certain behaviors related to electronic device use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, photos, sexting, taking videos without teacher consent, plagiarism, cheating, copyright violation, etc. will result in disciplinary consequences as well as potential legal charges.
2. Students will be allowed to use their electronic devices during lunch. Students will understand that students in class during lunch are restricted to electronics use based on the classroom standards listed below.

3. Teachers will select a classroom standard regarding cell phone use. Each classroom teacher will set the appropriate level of acceptable usage as outlined below:



- i. Red Light: Cell phones and electronic devices are not allowed by the teacher for the current activity/time period and are not to be visible at any time.
 - ii. Yellow Light*: Cell phones are regulated by the teacher and students must receive permission from the classroom teacher before electronic devices are used.
 - iii. Green Light: Cell phones and electronic devices are allowed by the teacher for the current activity/time period. Students will be professional in the use of their devices and understand that the use of technology is intended to help them interact with the curriculum.
4. *In the event of a teacher absence, the default setting will be YELLOW unless otherwise stated in the teachers sub plans.
5. Students will be considered "in-class" once the bell rings. Should a student have their electronic device out during posted prohibited times, the student will comply with the consequences outlined below:
1st classroom offense- teacher warning
2nd classroom offense- the teacher will confiscate the student's devices for the remainder of the period or the teacher will assign a classroom detention
3rd classroom offense- the device will be confiscated, turned in to the main office and a detention will be assigned by administration. Confiscated devices need to be picked up in the main office by a parent/guardian.
Offenses beyond the third will result in an administrative referral/write-up/consequence
6. Electronic devices are the responsibility of the student. It is in the student's responsibility to treat their belongings with respect and protect them to prevent theft or damage.
7. Cell phone and wireless device use is strictly prohibited in emergency situations in accordance with our crisis procedures. They must be handed over and placed in the bucket.

Etiquette/Acceptable Use During Permitted Times:

The following basic etiquette rules are based on the following premises:

- A. There are many ways to gather information. Strategies taught in the classroom will range in practice and procedure. It is the expectation of Northwestern High School that students will be exposed to various educational techniques and that some of these practices will include the use of technology to improve learning and provide the necessary skills to be successful at a collegiate level as well as in the workplace.

- B. Respect will be shown to the people immediately in front of you, NOT to those that might be contacting you through the use of technology. Accepting a voice call in class without prior teacher approval is not permitted. When engaged in conversations with peers and adults alike, respect their presence and use your technology when done speaking to those in your presence.
- C. Security and safety for each and for all will take precedence over individual needs. Therefore, students must be respectful to the larger group in managing technology and its uses.
- D. Students are only permitted to utilize their phones while they are stationary in the hallways. They are NOT to be walking with their heads down glued to their screen. Students are NOT permitted to be talking on their phone in the hallways during transition times.

Cell Phones/Personal Mobile Devices/Earbuds

- 1. Voice calls are not permitted during class time without prior teacher approval. These calls need to be made at the office in an emergency situation. There will be NO voice calls in the hallways, during class change and/or during lunch periods.
- 2. Students will have their cell phones on silent during the school day. Alarms are not permitted to be used, as they typically sound rather than vibrate.
- 3. Students will put away their phones when an adult is addressing them during the school day.
- 4. Don't take or upload pictures or videos of any person without the individual's permission.
- 5. Cell phone and texting conversations will be school appropriate at all times.
- 6. Cell phone use is strictly prohibited in emergency situations in accordance with our crisis procedures. They must be handed over and placed in Go-Bucket.
- 7. Mobile networking/hotspot/tethering, etc., capabilities are required to be disabled during the school day.
- 8. When wearing earbuds, only the wearer should be able to hear the music from the earbuds. This is primarily for the individual's hearing safety but also in respect of those around him/her.
- 9. Both earbuds should come out of the ears, unprompted when a student is in conversation with an adult.
- 10. Earbuds should be removed in any and all emergency situations so as to be able to hear directions.
- 11. Content will NOT be considered private if you are listening during school/instructional time.

COMPUTERS

- 1. The computer should be on mute as a default for all school work. Be conscious of those working around you.

2. Content of projects and pages should be appropriate for school at all times. Content is not considered private when you are working during school time.
3. Chromebooks should be coming to school fully charged to the best of the students ability.

DRESS CODE

The Northwestern School District Board of Education, administration, faculty and staff believe that how a student dresses has a direct influence upon student behavior in the school setting.

- The following words or images on apparel are prohibited:
 - promotes, advertises or displays material related to drugs, including tobacco and/or alcohol
 - Promotes or displays violence
 - is sexually suggestive in nature
 - is racially offensive
 - contains profanity or vulgarity
- Hats, visors, and full cover headbands are not permitted to be worn in school buildings.
 - Head coverings are described as anything that is worn on or around the head.
- Clothing with shoulder width less than one inch is not acceptable.
- Shorts, skirts or dresses may not be higher than the fingertips with arms extended at the sides or seven (7) inches above the knee. Slits in skirts and dresses also apply.
- Clothing that is see-through, revealing, shows cleavage, or allows undergarments to show is not permitted.
- Additional items pose a safety hazard and may not be worn in school including:
 - spiked dog collars
 - chains (including wallet or belt chains)
 - spiked armbands and bracelets
 - non-traditional neck chains may not be worn (dog chains, etc.)
- Students must wear pants, shorts, or jeans that are in good condition.
 - Pants should not have holes or tears that allow undergarments or bare skin 7 inches above the knee to be seen.
 - Pants are not to appear to be falling down or baggy.
- Bare midriffs are not acceptable.
- Gloves, jackets, coats, blankets, slippers and lounge/pajama pants are NOT acceptable.
- Any decision about what is acceptable or not will be at the discretion of the building administration.

Part of our mission, as an education institution, is to provide an environment that promotes responsible behavior. Individuals who choose not to cooperate will be asked to either change or cover up any non-acceptable apparel. Those needing to cover up may use their own clothing, or it will be provided by the office. Clothing or makeup that is potentially disruptive to the educational environment, or presents a health or safety hazard, will not be permitted.

BULLYING AND CYBERBULLYING

The Northwestern School District is committed to providing a safe, positive learning environment for students. The Northwestern School District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Northwestern School District prohibits bullying.

In the Northwestern School District's continual effort to improve peer relations and make our schools a safer and more positive place for students to learn and develop, the *Olweus Bullying Prevention Program* (OBPP) has been implemented.

ANTI BULLYING RULES

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

CONSEQUENCES

A student who violates these rules shall be subject to appropriate disciplinary action consistent with the Student Code of Conduct and Northwestern School District School Board Policy.

RIGHT TO SEARCH

At no time does the Northwestern School District relinquish control of hallway lockers, physical education lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time without specific cause. A search may encompass any and all items stored in a locker or in any other area of school property. In addition, school officials have the right to search students, their direct possessions and vehicles parked on school property if there is a reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection device, or any other device deemed useful in protecting the health and welfare of the school population.

LOCKER/PARKING AREAS/DESKS USE AND SEARCH

All lockers, occupied parking spaces, and desks are the property of Northwestern School District. Their assignment to students is controlled by building administrators. Lockers and desks are assigned to students for their convenience for use during the school year. Students are not permitted to use private locks (unless prior approval with Principal or Assistant Principal) or any other personal locking mechanisms on the school district lockers and are cautioned not to tell others the lock combination. Lockers need to remain locked at all times. The assignment or

reassignment of lockers is at the sole discretion of school authorities and under the direct control of building administrators.

Periodic or random searches of lockers, vehicles, or desks may be conducted by school authorities at any time, for any reason, without notice, without student consent and without a search warrant. Items of personal property placed within the locker are also subject to the search policy and include but are not limited to bookbags, duffle bags, purses, coats or containers. From time to time a K-9 unit will be used to check for the presence of illegal substances.

STUDENTS ARE CAUTIONED NOT TO KEEP MONEY OR OTHER VALUABLES IN THEIR LOCKER. The Northwestern School District is not responsible for any items that are lost or stolen from a locker, desk, or vehicle. **MONEY AND OTHER VALUABLES SHOULD BE TURNED IN AT THE BUILDING PRINCIPAL'S OFFICE FOR SAFEKEEPING.**

Students are responsible for the locker or desk assigned to them. Lockers are to be kept clean, both inside and out. Damage caused by tape, markers, pen/pencil, etc., will be charged to the student. Any locker malfunction should be reported to the homeroom teacher or the office.

STUDENT DRIVING REGULATIONS

The use of an automobile to drive to school is a privilege, not a right. To be eligible to drive to school, a student must secure and complete a registration form in the office on an annual basis to receive a parking permit. Parking permits must be displayed as instructed. Students must park in appropriate parking spaces according to parking regulations.

Driving privileges may be suspended by the administration for the following reasons:

- Skipping school and/or excessive tardiness or absences.
Parking Privileges & Tardies :
 - 5 tardies: Loss of parking privileges for 30 days
 - 10 tardies: loss of parking privileges for the year
- Unauthorized use of a vehicle during the school day.
- Reckless or unsafe driving on school property.
- Parking in areas not designated for students (see registration form).

DETENTIONS

Scheduling of detention will occur in a meeting with a Principal. A letter communicating the infraction and assigned consequences will be sent to the parent/guardian.

TEACHER ASSIGNED DETENTION

Every teacher has the authority to assign detention when either school or classroom rules are violated.

PRINCIPAL'S ADMINISTRATIVE DETENTION

Detention assignments will be assigned by building administrators. A detention may be assigned for any infraction of school rules or school policy.

BASIC DETENTION DETAILS

- Detention may only be done after school.
- If detention is missed without office approval, the detention will be doubled. If a detention is missed a second time, either a 2.5 hour detention or a suspension will be given.

BUS CONDUCT

The Northwestern School District provides transportation for students to and from their assigned school. It is a privilege, not a right, to be able to ride the buses provided by the school district. **This privilege can be denied to your child at any time for misbehavior, rowdiness, fighting, or making the trips unbearable for the rest of the students and driver.** The following behaviors are not permitted while riding buses:

- Eating, drinking, littering
- Inciting others on the bus to disruption.
- Physical Attack and/or threat of
- Possession/Use of Weapon
- Possession, use or distribution of controlled dangerous substance
- Fighting, pushing, tripping
- Theft
- Continued bus disruption
- Smoking and or snuff
- Swearing/Unacceptable language
- Throwing objects
- Other

School Bus Procedure

1. All Students will be directly taught good bus expectations at the beginning of the school year. Drivers acknowledge students with good behavior.

BUS CONDUCT DISCIPLINE PROGRESSION

- First bus incident report of year: The Principal will give a warning to the student & notify the parents.
- Second bus incident report of year: The Principal will give detention or ISS to the student. Principal & bus driver will call the parents.

- Third bus incident report of year: The Principal will inform the parents and the student that the student will lose bus riding privileges for 5 consecutive days.
- Fourth bus incident report of year: The Principal will inform the parents and the student that the student will lose bus riding privileges for 10 consecutive days.
- Fifth bus incident report of year: The Principal will inform the parents and the student that the student will lose bus riding privileges for the remainder of the school year.

ACTIVITY BUS/ TUTORING BUS

The activity bus or tutoring bus is provided as a courtesy to those participating in extracurricular events. Students wishing to ride the activity or tutoring bus who are not participating in an extracurricular activity must have a signed pass from the school office. Students with after school detentions are not permitted to ride the activity/ tutoring bus. It is the responsibility of the parent to provide transportation, with one exception. Students serving the full 2 1/2 hour Principal's Administrative Detention may ride the activity bus with a pass from the office.

INTERSCHOLASTIC ATHLETICS/EXTRA CURRICULAR ACTIVITIES

To participate in a sport, cheerleading, band or other extracurricular activities, you must meet the following eligibility requirements

- You must be passing a minimum of four (4) credits. Grades will be checked weekly. If you are not passing four (4) credits at the end of a grading period, you may not participate for fifteen (15) consecutive school days.
- Students who miss twenty (20) or more days of school within a semester will remain ineligible for a period of forty-five (45) days of attendance.
- To be eligible for extracurricular activities, a student must be in attendance by one half of the day the event is scheduled provided that it is a regular school day.

WEAPONS POLICY

The Northwestern School District, in accordance with the statutes enacted by the State of Pennsylvania, prohibits the possession of any weapon or look-a-like weapon on school property.

For the purpose of this policy, a weapon shall be defined as, but not limited to any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm.

When an individual (adult or student) is found to be in violation of this policy, the Northwestern School District will exercise all of its legal options.

In the case of a student, he/she will be prohibited from attending school until the administration makes a recommendation relative to a hearing and the permanent expulsion of the student.

The administration will establish the procedures to be followed when an incident occurs. The procedures should be designed to provide for the greatest degree of safety possible for the students, faculty and staff.

TECHNOLOGY USAGE AGREEMENT

The Northwestern School District requires every student enrolled in the district who would have a need to use any of the computers owned and operated by Northwestern School District to complete a "*Technology Usage Agreement*" form. This form may be obtained in the high school office and is available on the district website www.nwsd.org. Any student who has not completed and returned a "*Technology Usage Agreement*" form will not be able to access any computer/s in the school district.

STUDENT PHOTOS

Student photographs/videos may appear on web pages or in other school publications. Please send in a letter if you do NOT want your child's likeness to appear in district publications.

ONLINE ACCOUNTS

In support of your child's education, district personnel will create (or oversee the creation of) student accounts to access various educational online services.

USE OF TOBACCO PRODUCTS

Policy #222 (Tobacco Free Environment Policy) recognizes the rights of non-smokers to breathe clean, unpolluted air and to be protected against the safety hazards/damages created by smoking. The use of tobacco by students in any form is prohibited on all school facilities and grounds and at all school activities and functions. Possession of tobacco products in any form is not permitted by students.

Recognizing the negative impact on both tobacco users and nonusers, the Board declares all school buildings operated by the Board, and all spaces within them, to be officially designated tobacco-free environments. Staff, students and members of the public are expected to observe this restriction at all times. Students in Violation of School Board Policy #222 will first be subjected to a \$50.00 local education fine before an official citation is sent to the District Justice. If the \$50 dollars is not turned in within a timely manner the school will create a citation through the courts. This fine is to be paid to the appropriate HS Secretary, and will become an obligation if not paid.

SCHOOL SAFETY

The Northwestern School District reserves the right to restrict the use or presence of any article or item that could compromise the safety of the school environment or disrupt the educational process due to its contents. Examples of such articles/items could be book bags, oversized gym bags, large purses, lighters, laser lights and flags of any kind etc.

VIOLENT/DISRUPTIVE BEHAVIOR

Acts of violence against other people and/or behavior that disrupt the normal routine followed during the school day and/or endanger others cannot be tolerated. Any individual who becomes involved in such behavior will be held accountable for their actions. The following steps will be taken:

- 1.) The individual/s will be suspended from school for a minimum of five (5) days to a maximum of ten (10) days or until a Board level hearing is held.
- 2.) A Board level hearing will be requested for all individuals who become involved in activity that injures or has the potential to injure other people.
- 3.) Without exception, all cases will be reported to the police for legal action through the court system. A minimum charge of disorderly conduct is usually filed.
- 4.) When a formal Board hearing is held, an expulsion is the most severe penalty that the Board of Directors would impose.

CAFETERIA

The cafeteria is provided to you for the purpose of eating lunch and having some time to visit with friends. Unfortunately, some individuals do not conduct themselves properly and exhibit poor manners by not cleaning up after themselves or throwing food or other items at each other. Those who choose to become involved in negative behavior in the cafeteria will be assigned discipline. THERE WILL BE NO FIRST TIME WARNING. Every person of high school age knows right from wrong. Therefore, a warning is not necessary. If you choose negative behavior, you will be held accountable for it.

A NEGATIVE cafeteria balance of \$25.00 or more, will receive a weekly notification until the account is brought into the positive. Accounts that remain consistently delinquent and incur more expense will receive certified letters and/or phone calls from administration. (This does not apply when we are engaged in the FREE lunch program)

GRADUATION REQUIREMENTS

The State of Pennsylvania also requires a **GRADUATION PROJECT** to be completed between Grades 9 through 12. This is a "culminating" career-oriented project. Students can research a career, choose to conduct an interview, set up a job shadowing experience or a college visit. Details of the project and choices students have are in the **GRADUATION PROJECT PACKET**. Again, a successful completion of this project is a must in order to graduate from Northwestern High School.

Latin Designation	GPA
Summa Cum Laude	4.30 and above
Magna Cum Laude	4.10 – 4.29
Cum Laude	3.90 – 4.09

Honors = Cumulative GPA of 3.25 to 3.84

Students enrolled at Northwestern High School that have failed to pass a course after instructional and seat time, will need to enroll in a NWSD Cyber Credit Recovery course to obtain the credit. These students will be subject to up to a **\$300.00 fee per credit recovery course they need to be enrolled in. Students will ONLY be enrolled in one course at a time and the fees will become an obligation if they are not paid.**

**This Administrative Regulation does not apply for enrichment course purposes, courses we do not offer, and courses needed for special college admittance.*

Students must earn a total of twenty-six (26) credits to graduate from Northwestern High School.

CURRICULUM REVIEW

Parents/Guardian and students have the right to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Please refer to Northwestern School Board Policy #105.1 for the procedures to follow in making such a request.

PAPER COPIES OF SCHOOL RULES & AGENDAS

A paper copy of the school rules are available at any time in the high school office. If a student needs assistance with organizing themselves for school other than via Google Classroom, a paper agenda may be provided to them through the office upon request.

ANNUAL PUBLIC NOTICE

Each school year, the district must notify parents about special education services and programs, services for gifted students, and services for protected handicapped students. For complete information, parents are encouraged to visit our website for full notice at:

<http://nwsd.org/student-services> or contact Northwestern School District Special Education Director Kristen Rutkowski at 756-9400, extension 2268.

VOLUNTEER CLEARANCE

Refer to online handbook Policy 916-School Volunteers. This can be accessed at nwsd.org/other information.