

# **NORTHWESTERN HIGH SCHOOL TROJANS**



**2018-19**

**PARENT/STUDENT HANDBOOK**

**<http://nw.rock-hill.k12.sc.us>**

# \*\* NORTHWESTERN HIGH SCHOOL \*\* 2018-2019 SCHOOL CALENDAR \*\*

2503 WEST MAIN | 803-981-1200 | www.nw.rock-hill.k12.sc.us | @NHS\_Trojans

July 2018						
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 2018						
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
PEAK WEEK	20	21	22	23	24	SAT
PEAK WEEK	OPEN HOUSE	28	29	30	TW	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	TW	ACT
9	10	11	12	13	DEAR	15
16	17	18	19	20	TW	22
23	24	25	26	27	DEAR	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	TW	SAT
7	8	9	10	11	DEAR	13
14	15	16	17	18	TW	20
21	22	23	24	25	DEAR	ACT
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	TW	SAT
4	5	6	7	8	DEAR	10
11	12	13	14	15	TW	17
18	19	20	21	22	23	24
25	26	27	28	29	DEAR	

December 2018						
S	M	T	W	T	F	S
						SAT
2	3	4	5	6	TW	ACT
PEAK WEEK	10	11	12	13	DEAR	15
PEAK WEEK	17	18	19	20	.5 day	22
23	24	25	26	27	28	29
30	31					



New Teacher Orientation
Teacher Work & Professional Development Days
First Day of Semester for Students
MANDATORY PEAK WEEK for ALL Students (Mon.-Thurs.)
OPEN HOUSE 6:00 to 7:30
Student & Staff Holidays
SPECIAL WEEKEND EVENTS
*Inclement Weather Make-Up Days* (WM-U)
Half Days
End Of Term & Reporting Dates
TROJAN WAY
Drop Everything And Read
Graduation Day - 2 PM @ Winthrop Col.



Download the Rock Hill Schools Mobile App!



January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
PEAK WEEK	7	8	9	10	TW	12
PEAK WEEK	14	15	16	17	TW	19
20	21	22	23	24	DEAR	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					TW	2
3	4	5	6	7	DEAR	ACT
10	11	12	13	14	*15*	16
17	*18*	19	20	21	TW	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					DEAR	2
3	4	5	6	7	TW	SAT
10	11	12	13	14	DEAR	16
17	18	19	20	21	TW	23
24	25	26	27	28	DEAR	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	TW	6
7	8	9	10	11	DEAR	ACT
14	15	16	17	18	19	20
21	*22*	23	24	25	DEAR	PROM
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	TW	SAT
5	6	7	8	9	DEAR	11
12	13	14	15	16	TW	18
PEAK WEEK	20	21	22	23	DEAR	25
PEAK WEEK	27	28	29	30	TW	

June 2019						
S	M	T	W	T	F	S
						SAT
2	.5 day	.5 day	5	6	7	GRADUATION IS ACT
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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*The rules, regulations, and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in any way during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website.*

## 2018 - 2019 NORTHWESTERN HS - BELL SCHEDULE

BREAKFAST			7:45 - 8:17		(35 min.)
ENTER SCHOOL			8:17		
FIRST BLOCK					
TARDY warning			8:24		
INSTRUCTION			8:26 - 9:54		(88 min.)
SECOND BLOCK					
TARDY warning			9:58		
INSTRUCTION			10:00 - 11:23		(83 min.)
PEAK TIME	MONDAY 1ST BLOCK	TUESDAY 2ND BLOCK	WEDNESDAY 3RD BLOCK	THURSDAY 4TH BLOCK	FRIDAY TW / DEAR
TARDY warning			11:27		
ENRICHMENT			11:29 - 11:59		(30 min.)
THIRD BLOCK					
1st LUNCH					
LUNCH #1			11:59 - 12:31		(32 min.)
TARDY warning			12:36		
INSTRUCTION			12:38 - 2:01		(83 min.)
2nd LUNCH					
TARDY warning			12:04		
.5 INSTRUCTION			12:06 - 12:48		(81 min.)
LUNCH #2			12:48 - 1:17		(29 min.)
TARDY warning			1:20		
.5 INSTRUCTION			1:22 - 2:01		(81 min.)
3rd LUNCH					
TARDY warning			12:04		
INSTRUCTION			12:06 - 1:29		(83 min.)
LUNCH #3			1:29 - 2:01		(32 min.)
FOURTH BLOCK					
TARDY warning			2:06		
INSTRUCTION			2:08 - 3:37		(89 min.)
SENIOR BELL			3:32		

### INCLEMENT WEATHER BELL SCHEDULE INFORMATION

All stakeholders should be prepared to tune into all media related outlets (WRHI, Charlotte news outlets, Rock Hill, and Northwestern social media accounts and webpages, Canvas, etc.) in the Rock Hill area to get updated information and bell schedules concerning weather related delays, postponements, and/or dismissals.

# NORTHWESTERN HIGH SCHOOL

2503 West Main Street, Rock Hill, South Carolina 29732

Website: [nw.rock-hill.k12.sc.us](http://nw.rock-hill.k12.sc.us)

School Phone: 803-981-1200 • Attendance Office: 803-981-1233

Athletic Department: 803-981-1989 • Transportation: 803-980-2022

School Incident Report Hotline: 803-981-1210

Hezekiah Massey III, Principal

Dr. Jacqueline Persinski, Assistant Principal

Anthony Lancaster, Assistant Principal

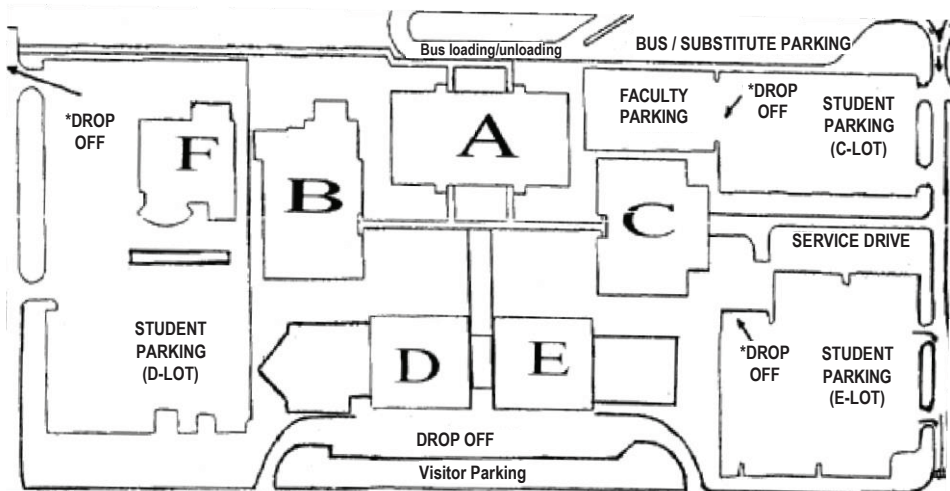
Patti Tate, Program Coordinator

Katrina Moody-Byers, Assistant Principal

Dr. Thomas Sparks, Assistant Principal

Lauren West, Athletic Director

Dawn Pursley, Program Coordinator



## A Building

Administrative Office

Principal

Assistant Principals

Counseling Office

Attendance Office/Media Center

Business; English; Social Studies; Special Services

## B Building

AFJROTC

Gymnasium

## C Building

Cafeteria

Family and Consumer Sciences

Science; Special Services

## D Building

Auditorium

Computer Lab; Instrumental Music

Art; Drama; Math; Project Lead the Way

## E Building

Main Administrative Office

Assistant Principal of Instruction

Program Coordinators

Test Coordinator

Chorus; Foreign Language; Math; Science

## F Building

Gymnasium



# INTRODUCTION

Dear Student/Parent:

On behalf of the faculty, staff, and administration, I would like to welcome you to Northwestern High School and the 2018-2019 school year! My journey to principal began years ago when I first envisioned myself as an educator helping young people to achieve their dreams. Consequently, my most recent years as an educational leader have only strengthened that former vision. As I return to Northwestern, having previously served as assistant principal, I cherish this opportunity to continue helping students obtain the goals they have set for themselves.

Northwestern High School is poised for a “New Era” of greatness. Although we believe that tradition never graduates, we also understand that our tradition of excellence can only be obtained through hard work, perseverance, self-discipline, and a commitment to humility that embraces the importance of helping others along the way. This expectation of excellence is what we consider to be the “Trojan Way”. Our academic program is rigorous and prepares students to be successful at the next level while meeting the criteria outlined by the Profile of the South Carolina graduate. Our school also has a wide array of programs to offer students within the performing and visual arts. Likewise, our athletic teams offer the very best preparation, competition, and exposure at the highest level.

There is no better way a student can begin to experience their desired success than to thoroughly review the contents of this handbook with their parents. This handbook is intended to provide answers to most of the questions commonly asked about activities, regulations, and policies regarding the operation of our school. All school practices, rules, and established procedures are provided to promote a safe and orderly learning environment. Students and parents should seek assistance from a teacher or administrator whenever they encounter information that is unclear or not covered within this handbook.

Our staff is dedicated to preparing students to exceed the standards set by the South Carolina Department of Education. Our students will face a highly competitive and consequential world once they leave our halls. We have prepared a comprehensive educational experience. This experience will help students transition from high school to the workplace as productive, skilled employees or employers, who are able to become lifelong learners. With that in mind, we require our students to be on time, dress appropriately, and apply themselves regularly in the classroom, hallways, performance halls, and athletic fields.

The people of our great community have invested heavily in what we consider to be the finest educational facility in this area. Students, parents, faculty, staff, and administrators are partners in upholding the values of our school. Tradition never graduates at Northwestern High School, and we hope that parents and students will become active participants in the process. If we can be of any service to you, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Hezekiah Massey III". The signature is written in dark ink and is positioned above the printed name and title.

Hezekiah Massey III  
Principal



# **NORTHWESTERN HIGH SCHOOL**

## **MISSION STATEMENT**

*Working together with the student, the parent, and the community, Northwestern High School will establish a strong foundation for lifelong learning by nurturing, challenging, and guiding all students toward their maximum academic, vocational, artistic, physical, social, and emotional potential.*

# **NORTHWESTERN HIGH SCHOOL**

## **BELIEF STATEMENTS**

Our Staff Believes:

- All individuals are unique and have intrinsic worth.
- The foundation for unlimited learning is critical reading and thinking.
- An atmosphere should be created in which students from all cultural backgrounds are treated with dignity.
- The educational and social atmospheres foster an appreciation of students from all cultural backgrounds.
- Instructional practices should incorporate learning activities that take into account different learning styles.
- A safe and disciplined environment is necessary for learning.
- A goal of education is to nurture social responsibility, which is enhanced through positive relationships and mutual respect among students and staff.
- Parents/guardians, educators, students, and community members must be active partners in a successful educational process.
- Staff development must be an ongoing process to provide the most current education in technology.
- To establish a professional tone, it is essential to have superior staff support and development, physical facilities, and planning.

# HIGH SCHOOLS THAT WORK

## SC HIGH SCHOOL REFORM INITIATIVE

### KEY PRACTICES

HSTW has identified a set of key practices that impact student achievement. Following are the HSTW Key Practices that provide direction and meaning to comprehensive school improvement and student learning:

**High expectations** — Motivate more students to meet high expectations by integrating high expectations into classroom practices and giving students frequent feedback.

**Program of study** — Require each student to complete an upgraded academic core and an academic concentration.

**Academic studies** — Teach more students the essential concepts of the college preparatory curriculum by encouraging them to apply academic content and skills to real world problems and projects.

**Career/technical studies** — Provide more students access to intellectually challenging career/technical studies in high-demand fields that emphasize the higher level mathematics, science, literacy, and problem-solving skills needed in the workplace and in further education.

**Work-based learning** — Enable students and their parents to choose from programs that integrate challenging high school studies and work-based learning and are planned by educators, employers, and students.

**Teachers working together** — Provide teams of teachers from several disciplines the time and support to work together to help students succeed in challenging academic and career/technical studies. Integrate reading, writing, and speaking into all parts of the curriculum as strategies for learning and integrate mathematics into science and career/technical classrooms.

**Students actively engaged** — Engage students in academic and career/technical classrooms in rigorous and challenging proficient-level assignments using research based instructional strategies and technology.

**Guidance** — Involve students and their parents in a guidance and advisement system that develops positive relationships and ensures completion of an accelerated program of study with an academic or career/technical concentration. Provide each student with the same mentor throughout high school to assist with setting goals, selecting courses, reviewing the student's progress, and suggesting appropriate interventions as necessary.

**Extra help** — Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.

**Culture of continuous improvement** — Use student assessment and program evaluation data to continuously improve school culture, organization, management, curriculum, and instruction to advance student learning.

## PLEDGE OF ALLEGIANCE

I pledge allegiance  
to the flag of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.

## ALMA MATER

Hail Alma Mater, we sing to thy praise.  
Great our affection though far go our ways.  
May your grand splendor, majestic and wide,  
Inspire us ever onward, Northwestern High.  
Loud in thy honor our voices we raise.  
Mem'ries we'll cherish throughout all our days.  
Instill in us, always with God as our guide,  
Pride and devotion for Northwestern High.

## HONOR CODE

As a student at Northwestern High School, I recognize the importance of academic honesty. I understand this means I must be honest in all academic areas, including doing my own assignments, whether graded or ungraded, and neither giving nor accepting help in a testing situation. Because I am a citizen and future leader of this country, it is important for me to develop a sense of pride in my own accomplishments and an awareness that I am ultimately responsible for my actions at all times.

## FIGHT SONG

Fight the team across the field, show them Northwestern's here. Set the earth reverberating with a mighty cheer. Go Trojans! Hit them hard and see how they fall, never let that team get the ball. Hail, hail, Northwestern's here, and will fight for a victory now. Go Trojans, Go Trojans, Go Trojans...Fight!



## General Information

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### ACADEMIC CERTIFICATES, LETTERS, AND BARS

The school awards academic certificates, letters, and bars to students in the spring of their 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years based on a cumulative GPR of at least 3.75. Freshmen and sophomores receive certificates, juniors receive letters, and seniors receive bars.

### ALCOHOL AND/OR DRUGS

The possession, use, being under the influence of, or distribution of alcohol, drugs, or other controlled substances on school campuses will result in OSS, referral and recommended participation in the Keystone's Substance Abuse program, referral to law enforcement, and possible expulsion. A second offense during the same academic year will result in recommendation for expulsion. All suspected illegal substances will be confiscated.

### ANNOUNCEMENTS

Daily announcements are made via the public address system, closed circuit television, and the Northwestern website. Public address announcements, when necessary, are made at specific times during the school day.

### ARRIVAL AT SCHOOL

All students driven to school in private cars should be dropped off/picked up in designated areas on school property with one exception. If it is necessary to drop off/pick up students at a location that will require the student to cross a roadway to access or leave Northwestern, students are to cross only at the designated crosswalks. **Students are reminded that if they arrive on campus AFTER the 8:26 AM bell they should report directly to the Attendance Office to sign in. This procedure should be followed prior to going anywhere else on campus, regardless of their arrival time. Also, students are reminded that once they arrive on the Northwestern campus they are not to leave until the end of the regular school day without school personnel permission.** Drivers are reminded that they are not to use the grassy areas or roadways in front of the school for dropping off or picking up students.

### ASSEMBLIES

Students should be courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterous behavior, and talking during programs. Students who misbehave will be removed from the assembly and referred to the administrative office.

### BETA CLUB

The National Beta Club is an academic and service organization. The Northwestern chapter was chartered in 1992 to recognize students who excel in the classroom and who desire to serve their community.

Consideration for membership currently requires a cumulative GPR of 3.75 or higher and favorable teacher recommendations. Membership carries a mandatory service component.

Interested students with sophomore status or above may obtain an application from the club advisors. If assistance is needed for completing the application, please contact one of the Beta Club advisors.

### BULLYING / HARASSMENT / INTIMIDATION

Bullying or harassment is unwelcome behavior that makes a student or staff member feel uncomfortable or unsafe. Such behavior is detrimental to learning and can add to poor self-esteem on the part of the person being harassed. Such behavior goes beyond what would be considered innocent fun.

## General Information

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Bullying/harassment can take the form of physical, verbal, and/or nonverbal behavior. Some examples of this inappropriate behavior include, but are not limited to, the following: intentional, but unwelcome, physical contact; threats, insults, or name calling; obscene gestures, telephone calls, jokes, or notes; starting/repeating rumors about someone; continuous staring at someone which brings about obvious discomfort; and other inappropriate behaviors which have the same effect on someone.

No one deserves the treatment stated above. If a student feels he/she is being bullied/harassed, the student should first ask the "harasser" to stop the unwanted behavior. If the behavior continues, the student should report the problem to a teacher, a counselor, an administrator, or another school employee in whom the student has trust. In addition, the victim should refrain from using harassing behaviors himself/herself in retaliation for the treatment he/she is receiving. It is most important that the problem be addressed in the proper manner.

If a student is unsure whether his/her behavior is bullying/harassing in nature, the student should ask himself/herself if the behavior is one that would be appropriate to display in front of an adult that the student respects. Would the behavior be welcome if it were directed toward someone the student loves? If the answer to either of these questions is "No," then the behavior is likely to be harassing or offensive and should be eliminated. Students who continue to allow themselves to be the victims of bullying/harassing people are, in effect, condoning such behavior. A student should not be afraid to seek help if he/she cannot get "the harasser" to terminate the undesired behavior.

## CARE OF SCHOOL BUILDINGS AND GROUNDS

Every student at Northwestern High School should take personal pride in the appearance of the school buildings and surroundings. Students who have this pride resent the defacing of walls and furniture by those who do not have this pride. Students who deface/destroy school property are subject to suspension, expulsion, financial restitution for damages, and/or work detail.

**A few guidelines are listed below:**

1. Put waste paper in receptacles found in rooms, corridors, parking lots, and on sidewalks.
2. Keep desks and walls clean.
3. Exercise special care in the restrooms to keep them clean at all times.
4. Do not walk or sit on the grass in the main courtyard and surrounding areas. Please use the sidewalks and benches provided.

## CHANGE OF CLASS

Do not run in the halls; walk briskly to your destination. Loafing or loitering anywhere in the halls is not permitted. Students are also instructed not to block doorways, hallways, stairwells, or covered walkways at any time.

## CHEATING/ACADEMIC DISHONESTY POLICY

Cheating is defined as the giving or receiving of unauthorized help in the completing of an assignment.

If a student is found with a cell phone out during an assessment, the teacher will follow the cheating/academic dishonesty policy and refer the student to administration.

Examples include, but are not limited to, the following: copying another student's homework or classwork, copying material from the Internet, or giving another student test questions or answers.

### **1<sup>st</sup> Offense - in any one class**

- Zero received on the material
- Parent contacted

## General Information

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- No opportunity for make-up, re-test, or extra work provided
- Referral filed with appropriate assistant principal
- Student placed on academic probation in that class for the remainder of the course
- Notification of sponsors of clubs, teams, and co-curricular activities in which the student is involved, such as band, chorus, or Trojan Consul
- Loss of position for Trojan Consul, class, and club officers for the remainder of the year
- Loss of eligibility for participation in Boys or Girls State

### 2<sup>nd</sup> Offense - in any one class

- Zero received on the material
- Parent contacted
- No opportunity for make-up, re-test, or extra work provided
- Referral filed with appropriate assistant principal
- **Automatic grade of no more than 50 in that class for the class, unless the average in class before the offense is lower.**
- Notification of sponsors of clubs, teams, and co-curricular activities, such as band and chorus, with possible removal from that activity

## CLASS RINGS

Representatives of Balfour Company will visit Northwestern to take orders for class rings. These visits will be well publicized in advance in order that all students in sophomore advisories may take advantage of this service.

## CLASSROOM COURTESIES/EXPECTATIONS

1. Upon entering the classroom, take your seat promptly and quietly.
2. Be in your seat ready to work when the tardy bell rings.
3. Bring appropriate materials to class: books, homework, paper, pens, notebooks, and fully charged laptops.
4. Follow the expected rules of the class and school.
5. Class will be dismissed by the teacher--not by the bell. This includes the senior early dismissal bell.

## CLUBS & ORGANIZATIONS

Northwestern offers a wide variety of club and organizational opportunities in which students can participate. Listed below are short summaries of several of these organizations and clubs to help students channel their energies into service and interest projects. Interested students are encouraged to contact the advisors of these programs. Students interested in starting a new club should speak with a Trojan Consul Representative.

*AENEID STAFF* - This group produces the school's yearbook.

*BETA CLUB* - Membership in this academic achievement organization is via academic eligibility.

*CHESS CLUB* - Basic instruction to include piece movement through strategic play is offered. Competition between students is encouraged. Advanced players are invited to assist beginners and to demonstrate strategy.

*ENVIRONMENTAL SCIENCE CLUB* - This club provides an opportunity for students to take an active role in our environment. The club includes service projects and educational opportunities.

## General Information

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*FELLOWSHIP OF CHRISTIAN ATHLETES* - Student led programs involving speakers, sharing time, and Christian outreach are offered to all interested students.

*FORENSIC SCIENCE CLUB* - Members engage in activities that introduce them to the use of science to solve crimes.

*JUNIOR CIVITANS* - This service organization is open to all interested students. Service related projects are conducted.

*KITTY HAWK AIR SOCIETY* - This is the national honor society of the Air Force Junior ROTC Program. Acceptance requirements include being a member of the Air Force Junior ROTC and meeting specific academic requirements.

*MODEL UNITED NATIONS* - This group focuses on world issues. Students participate in extensive competition after much preparation. Acceptance is via an interview process.

*NATIONAL HONOR SOCIETY* - Acceptance is based upon academic achievement and a faculty screening process.

*OLYMPIANS* - This organization is composed of senior students. Selection for participation is based upon recommendation.

*PEER MEDIATION* – This is an organization that assists other students in resolving conflict through peer counseling. Students interested in being trained as peer mediators should speak with their guidance counselor.

*PROM COMMITTEE* - This committee is composed of all juniors who are interested in planning and organizing the prom.

*ROBOTICS TEAM (DISTRICT)* - This organization builds a robot to pre-determined specifications for participation in a robotics competition.

*SCHOOL IMPROVEMENT COUNCIL* - This council meets once a month to discuss issues involving Northwestern.

*SPANISH CLUB* - A variety of activities are offered to enhance the student's acquisition of the Spanish language and culture.

*SPECTRUM ART CLUB* - This is the art club. Activities include art shows and exhibits.

*THESPIAN SOCIETY* - This honor society for theatre students serves to enhance the Theatre Department on campus by producing main stage productions each year. It is affiliated with the International Thespian Society promoting excellence in theatre among high school students.

*TROJAN CONSUL* - This council promotes all activities at Northwestern. Representatives are elected via school-wide elections.

*TROJAN TRUMPET* - This staff produces the school's newspaper. Interested students should sign up for journalism when selecting courses.

*VISIONS* - This staff works to compose the literary magazine made up of original student compositions, poems, short stories, etc. Interested students should consider enrolling in creative writing.

## COMPLAINTS AND GRIEVANCES

Students who have complaints or grievances concerning school matters are to discuss such complaints or grievances with the appropriate alphabetically assigned assistant principal (see below). The decision of the principal may be appealed to the Superintendent. The decision of the Superintendent may be appealed to the Board.



# General Information

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The Board will only hear complaints and grievances when they have been presented through the channels outlined above. The Board will resist the impulse to settle disputes through pressure, coercion, intimidation, or hasty action in a crisis.

- A – G -- DR. THOMAS SPARKS
- H – M – MS. KATRINA MOODY-BYERS
- N – Z -- MR. ANTHONY LANCASTER

## DELIVERIES

**Northwestern does not allow anyone including parents/guardians to bring students lunches, food, gifts, flowers, etc.** In case of emergencies all student deliveries must be made to the E building office.

## DRESS CODE POLICY

Northwestern High School’s community believes that there is a relationship between student attire, classroom behavior, attitude, and achievement. The main objective of this Code of Dress is to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or other postsecondary settings.

Responsibility for the dress and appearance of students enrolled in Rock Hill Schools rests primarily with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings. Parents are strongly urged to pay particular attention to the cleanliness, modesty, and appropriateness of their child’s attire. District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and the orderly operation of school. In order to enforce this policy, our school’s community has adopted the following guidelines regarding student dress.

Northwestern High School’s community believes that there is a relationship between student attire, classroom behavior, attitude, and achievement. The main objective of this Code of Dress is to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or other postsecondary settings.

Goals/Objectives:

- |  |   |
|--|---|
| Provide a safe and secure environment                      | Set tone for serious, real world/job-like approach to class |
| Identify students/staff from visitors or trespassers       | Lessen distractive cultural and economic differences        |
| Promote students’ self-concepts, self-discipline and pride | Reduce gang type influences and behaviors                   |
| Bring dignity to classroom/workplace environment           | Decrease classroom disruptions                              |

The rules below cover the vast majority of situations that might arise daily. *The administration reserves the right to make decisions regarding the appropriateness of any item not specifically covered in this policy and may waive any of these rules if it deems it necessary for the orderly operation of the school.* Parents are strongly urged to pay particular attention to the modesty, cleanliness, and appropriateness of their child’s attire. The provisions of this policy apply to all students and will be enforced as soon as students arrive on campus. The categories of attire that are most addressed are:

Student IDs:

- A regular or temporary ID is required to be visible and worn on the upper torso (at/above waistline) at all times of the instructional day.
  - Student’s picture, name, and barcode on ID may not be altered, blocked, covered, or rendered useless.

Pants/Shorts/Skirts:

- Pants/Shorts/Skirts must be worn at the waistline.
  - No sagging (wearing of outer pants, shorts, etc. below the waist).
    - *If worn properly, pants, shorts, and skirts should not need to be held in place by the student’s hands.*
  - It is recommended garments with belt loops be worn with a belt properly buckled at the waistline.
- The length of properly worn shorts or rompers must not be higher than students’ mid-thigh when standing.
- The length of properly worn skirts must not be higher than 4 inches above the knee when standing.
- Yoga pants, leggings, and jeggings may be worn provided a shirt, blouse, or dress fully covers the posterior of the wearer.
- No pants with mesh may be worn.

## General Information

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- Any pants/shorts/rompers with holes exposing the wearer's skin above mid-thigh when standing are not allowed.
- Boxer shorts as outside clothing and coveralls may not be permitted.

### Shirts/Blouses/Dresses:

- Shirts, blouses, dresses, and rompers may be sleeveless, however tank tops/spaghetti straps or backless tops are not allowed.
- Blouses or dresses cannot expose the midriff, and/or show cleavage, while seated or standing. Blouses or dresses may not be off the shoulder.
- Dresses must not be more than 4 inches above the knee.
- Bodycon dresses are not allowed.

### Shoes:

- All students must wear shoes. Shoes must be worn as the manufacturer intended.
  - No bedroom or house shoes allowed.

### Accessories:

- Head coverings (hats, caps, toboggans, earmuffs, hoods) cannot be worn while in the buildings or classrooms.
  - Do rags, hair wraps, hairnets, or bandanas are not permitted.
  - Fish hooks worn on any clothing are not allowed.
- Belts must be buckled and sashes tied.
- Sunglasses covering the eyes may not be worn in the buildings or classrooms.
- Curlers or head combs may not be worn in hair.
- Clothing accents that could be used as a weapon are not to be worn or brought to school.

### Miscellaneous:

- Jackets, sweatshirts, sweaters, or other layered clothing are permitted over appropriately worn clothing.
- Appropriate undergarments must be worn, but not visible.
- Pajamas/bedroom loungewear may not be worn.
- Sheer/see-through garments exposing one's undergarments and/or skin may not be worn.
- Athletic type uniforms/garments must meet school Code of Dress guidelines and requirements.
- Students enrolled in programs at the Applied Technology Center will dress according to appropriate safety guidelines.

*Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, illegal or gang/neighborhood related may not be worn or brought to school. A student's continued noncompliance of the Northwestern Code of Dress will be viewed as defiance and will carry increasingly harsher disciplinary consequence.*

## DRUG DOG

The Rock Hill Schools and the Rock Hill Police Department have established a drug prevention program designed to keep school premises free of controlled substances. An officer of the Police Department and a dog trained to detect drugs will periodically visit schools to inspect classrooms, lockers, and/or automobiles parked on the premises.

The program is designed for the dog to sniff property only. Should a student with a controlled substance on his/her person come close to the dog, the animal will pick up the scent. This may be reason for the principal to investigate further. The principal or his designee will accompany the officer while on school grounds.

Students found to be involved in bringing controlled substances to school will be disciplined according to district policies.

## ELECTRONIC DEVICES

The following procedures will apply when a cell phone or other personal electronic device (including but not limited to pagers, gaming devices, or other personal electronic devices) **emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor during unauthorized times.**

To assure order in campus operation, accessories such as headphones and ear buds are NOT allowed to be used by the student during the school day or at lunch. These accessories are expected to be secured and out of sight AT ALL TIMES unless the teacher has granted permission for instructional use.

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The staff will follow these basic enforcement procedures in instances when a cell phone or other personal electronic device is in use, is visible, or emits a sound during unauthorized times. At the beginning of the school year all students will attend class meetings to discuss school year expectations. Those meetings will serve as verbal and written warnings of consequences for non-compliance.

**Students are permitted** to possess a cell phone or other personal electronic device in school as long as the device remains off and is not visible during instructional class time. Cell phones and other personal electronic devices are not permitted to be on or visible in locker rooms or restrooms. Students may use their cell phones and other personal electronic devices before and after school and during their assigned lunch, as long as the use does not disrupt the school environment. With prior written approval from the principal, a teacher may allow students to use cell phones or other personal electronic devices during a planned instructional activity.

1. Northwestern High School shall not be responsible for the theft, loss, or damage to personal electronic devices brought to school by a student while the device is under the student's care. The school where the personal electronic device is confiscated shall be responsible for the theft, loss or damage of personal electronic devices if the employee demonstrated reckless disregard for securing the device.
2. Northwestern's procedure for staff confiscation of students' personal electronic devices shall include, but are not limited to, the following:
  - a. Expectations that the staff will immediately secure the device and turn the device into the school designated location.
  - b. Develop a process for parents/legal guardians to retrieve devices.
  - c. Record when the device was confiscated and why.
3. Northwestern staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive. Upon confiscation, staff shall follow all school procedural directives and processes.
4. Northwestern's administration may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:
  - a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
  - b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

**Unauthorized use** of a cell phone or other personal electronic device may include, but is not limited to, the following: taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use while being transported on state or district owned vehicles, use during unauthorized times, or use for unlawful activities. When participating in an extracurricular activity or field study event, the supervising teacher may grant permission for use of cell phones or other personal electronic devices.

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** 1 day of ISS

**3<sup>rd</sup> Offense:** 2 days of ISS

**Subsequent Offenses:** OSS. Violation of this policy greater than 3 offenses is considered an act of defiance. The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

If a cell phone or other personal electronic device emits a signal and more than one unit is found to be **on** during a search, all owners of the units that are **on** will be subject to the consequences listed above.

***Any cell phone, picture taking, or text messaging that results in students cheating, bullying or which causes major disruptions will result in the confiscation of the device until the last day of the semester and additional discipline at the principal's discretion.***

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### **ELEVATOR USE**

Use of the elevators requires special permission from the office personnel. Students with proof of medical need may check out an elevator key in the E Office. Students are required to pay a \$10.00 deposit in order to receive a key. The deposit will be returned when the key is returned.

### **EMERGENCY DRILLS**

The goal of the Northwestern High School administration, faculty, and staff is to conduct safe drills without accidents. Crisis management plans have been communicated to each student. These include comprehensive procedures for a school emergency. Students are expected to take all drills seriously, following the specific directions of their teachers and administrators. When an alarm sounds, students should move immediately to their designated area. Students should not run. They should move at a brisk, but orderly, pace. Students must remain with their teachers at all times.

### **ENTRANCE TO BUILDINGS**

Students may enter the building at 8:17 a.m. daily. Each student participating in tutoring must have his or her school ID and a valid pass. No students are allowed in the hallways or classrooms before 8:17 a.m. The cafeteria will be open for breakfast and during inclement weather. Students are instructed not to congregate in such a manner as to block sidewalk and hall passageways.

### **EXCESSIVE NOISE**

Students are not to engage in horseplay or loud verbal exchanges. Violators will be subject to disciplinary action.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) under the link "District Policies."

### **FEES/TEXTBOOK FINES**

Students are expected to keep copies of all receipts issued to them for any financial transactions conducted with the school. Students will be asked to produce their copies of the receipts whenever any transaction is in question.

Students enrolled in AFJROTC are responsible for paying a uniform cleaning charge. Those not wishing to use the school contractor must have their uniform commercially cleaned and pressed before returning it to AFJROTC.

Students are responsible for maintaining and returning all textbooks or other Northwestern property issued to them. Students will be responsible for paying full replacement costs for any lost or severely damaged textbook or other materials. Damage fees will be collected for minor damages.

Sharing lockers, not locking lockers, leaving books in classrooms, and/or leaving books/book bags unattended are strongly discouraged. Northwestern is not responsible for the care of books or other Northwestern property issued to students.

Students receiving fines are expected to pay those fines in full or work out a payment plan with the administration. Failure to follow this plan may result in additional fees. Students owing money for textbooks or other materials may not be allowed to participate in extracurricular activities. These students will have a hold placed on transcripts and will not receive parking permits or diplomas until the financial obligation is met or a plan of payment is approved by the school or district authority. Students must clear all financial obligations to be eligible to participate in activities including, but not limited to, prom and graduation.

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### Schedule of Fines/Fees

Additional schedule	\$1.00
Replace parking hang tag	\$15.00
Clean out locker fee	\$2.00
Late textbook fee	\$2.00
Temporary student ID	\$1.00
Replace permanent student ID	\$5.00
Overdue library material	\$.15 per day
Temporary parking hang tag	\$1.00
Illegal parking fine	\$25.00

## FRIENDS OF NORTHWESTERN

Teachers select students each 9 weeks to receive certificates for academic improvement or outstanding academic achievement. Certificates are presented during the class.

Events to honor these students in grades 9 through 12 are held at the end of each year. Criteria for invitations to these events will be publicized in the booster club newsletter.

## GIFTS AND PARTIES AT SCHOOL

Students are discouraged from exchanging gifts among themselves and from giving gifts to teachers while at school. There will be no parties held during the instructional hours or at other times during the regular school day.

## HEALTH ROOM

Students who become ill during school hours are to report to the health room. The school nurse will evaluate health concerns and notify appropriate parties concerning returning to class or dismissal from school. Students are not permitted in the health room unless they have signed in with the nurse. The health room is for students having emergency health situations such as fever, moderate to severe pain, nausea, vomiting, diarrhea, or first aid needs. Simple headaches and colds cannot be accommodated. The number of health room visits by individual students will be monitored. If a pattern of misuse is identified, the parent will be notified and disciplinary action may be taken. Students with a documented chronic illness may be exempt from this rule.

## HOLDING OFFICES

Any candidate for a major office must plan to be enrolled for a full school year. A student will be permitted to hold only one major office per school year. A student may hold one major office and one minor office each school year.

The following offices constitute major offices: all Trojan Consul offices; president of the National Honor Society, Beta Club, Fellowship of Christian Athletes, or Junior Civitans; editor-in-chief, business manager, and managing editor of the yearbook staff; editor-in-chief, business manager, and managing editor of the school newspaper.

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To hold a major office a student must have and maintain a 2.0 average in every subject and must not have been suspended for poor citizenship, misconduct, or academic dishonesty.

To hold any office, a student must have earned 4 Carnegie units of credit the previous school year and must not have been suspended for poor citizenship, misconduct, or academic dishonesty.

### IDENTIFICATION (ID) CARDS

For the purpose of campus safety, all individuals on campus must visibly wear a current ID. Students are required to wear IDs on their upper torso (at or above the waist) so that they are visible at all times of the instructional day (from campus arrival to campus departure). All students must have an ID for identification purposes, for attendance purposes, for entering and exiting the classroom, for cafeteria lunch services, for the use of the Media Center, for the computer labs, for all office services, and for participation in events such as the junior-senior prom. A student's picture, name, and barcode on ID may not be altered, blocked, covered, or rendered useless. First-time students to NHS, as well as upperclassmen who have lost or damaged ID cards, must have new ones made. There is no charge for students being issued a card for the first time. (Replacement cards cost \$5.00).

Students may purchase temporary IDs without penalty, before the 8:17 am bell, for \$1 in the Attendance Office beginning at 7:30 am. There is no limit on the number of temporary IDs that a student may purchase with payment. A student may receive up to 5 temporary IDs on credit. Additional unpaid temporary IDs will result in the following consequences:

- 6<sup>th</sup> unpaid temp – After School Detention and automated call to parent
- 7<sup>th</sup> unpaid temp – After School Detention and automated call to parent
- 8<sup>th</sup> unpaid temp – 1 day ISS and call to parent
- 9<sup>th</sup> unpaid temp – 1 day ISS and call to parent
- 10<sup>th</sup> unpaid temp – 1 day OSS and call to parent
- Additional unpaid temps – student will be subject to disciplinary consequences as this refusal to pay for their ID card is defiance.

### INCLEMENT WEATHER

The Rock Hill Schools Administration informs local media by 6:30 a.m. concerning school openings, delays, or school cancellations. Students and parents are encouraged NOT to call the radio and television stations but to listen for such announcements. Families will receive an automated phone call from the district/school concerning closings or delays. If the school day must be shortened due to bad weather conditions, appropriate announcements will be made through the media and Rock Hill Schools administrative offices.

### INITIATIONS (HAZING)

All forms of initiation are banned.

### INSURANCE

Rock Hill Schools has purchased the School Time Accident Coverage to cover all students against accidental injury or death occurring while the policy is in force. This insurance provides coverage during the hours and days when school is in session and while attending school or participating in school sponsored and supervised activities on or off school premises. Twenty-four hour accident coverage may be added to the School Time Accident Coverage for an additional premium. If elected, coverage will be provided for accidents occurring during the time not covered by the School Time Accident Coverage, subject to the exclusions. Twenty-four hour accident coverage is not automatic - parents/guardians must complete and submit enrollment forms and premiums. When 24 hour accident coverage is chosen, together with the School Time Accident Coverage provided by your school, insurance coverage is in force around the clock, including weekends, vacation periods, summer vacation, and coverage at home or while

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away. School insurance should be considered to be only supplementary. It does not take the place of regular policy coverage.

### JUNIOR MARSHALS

Junior Marshals represent the top 10% of the junior class. They are selected based on a weighted GPR cumulative through the first semester of the junior year. Students must have attended Northwestern for at least the first semester of their junior year to be eligible for selection.

### JUNIOR / SENIOR PROM INFORMATION

**Prom Date:** Saturday, April 27, 2019; Time 8:00 p.m.-12:00 a.m.

**Location:** Northwestern High School F-Gym.

**Registration is required:** The planned schedule for registration and other important information are as follows:

1. Seniors & Juniors - Date to be announced
2. Northwestern identification required

**Cost:** \$25.00 per person

**Prom Eligibility:** Only seniors and juniors who are clear of all financial obligations to the school and were classified by the school as a senior or junior in August of 2018 are eligible to attend the prom. Freshmen and sophomores cannot attend the Prom. Any outside guest must be registered and approved by the administration. Seniors and juniors may register an outside guest that meets the qualifications listed below:

1. Not younger than 16 years old
2. Not older than 20 years old
3. Not excluded from their current school
4. In good standing with the law

**Registering an outside guest:** Northwestern students registering an outside guest must provide the following information during the registration period:

1. Correct full name
2. Correct living address
3. School attending and current grade. If in high school, he or she must be in a junior or senior class.
4. Home phone number of guest
5. Photocopy of guest's driver's license or school ID

**Boys' Formal Dress:** Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, turtle neck, a priest-collar shirt and may include a vest or cummerbund. Shirts and appropriate shoes must be worn at all times.

**Girls' Formal Dress:** Formal dresses or gowns may be strapless or may feature spaghetti straps. See through gowns and bare midriffs are not permitted. Dresses showing the back must not go any lower than the mid-back. No undergarments should be visible. Dresses with slits that stop above the fingertips of the wearer when arms are extended, and garments that are extremely low cut, are unacceptable.

### LAPTOPS

All students in grades 9–12 have access to school issued laptops for use at school and home should their parents choose. This opportunity gives students access to the most current information available through the Internet and also our Learning Management System, Canvas. Devices are distributed each year to



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student's who have signed the District-Owned Electronic Device Agreement and whose parent/guardian has viewed the orientation video and turned in a completed Technology Protection Plan form. For complete information, please refer to the Rock Hill Schools district site at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us) under the Quick Link "Mobile Computing Guide."

### LEAVING CAMPUS

Students are not allowed to leave campus during the school day without expressed consent from a parent, either through a note or a phone call. Students must sign out in attendance before leaving campus.

At the end of the instructional day, students not involved in extracurricular activities must leave campus within 20 minutes.

### LEAVING CLASS FOR OTHER AREAS OF THE SCHOOL

Any student who leaves a classroom must have a hall pass signed by the classroom teacher. The student must go directly and return promptly. The pass must have the signature of the contacted teacher and indicate the time the student left to return to his/her class.

### LOCKERS

Each student is entitled to the use of a locker. Students must keep the lockers locked at all times. Northwestern will not assume responsibility for the contents of lockers. Students must have a combination lock before a locker will be issued to them. Students must provide to the administration the combination for any lock used. Lockers in D and E buildings have built-in combination locks. Students are not to share their lockers. Students are to use only those lockers issued to them by the school. All school lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. They may be searched by law enforcement officials upon presentation of a proper warrant. Students are responsible for cleaning out their lockers at the end of the school year. All items left in lockers become the property of the school to be disposed of at administrative discretion. **A \$2.00 clean-out fee will be assessed to any student leaving anything in their locker at the end of the school year.**

All gym lockers are to remain locked at all times when not under the direct supervision of the student to whom the locker was issued. Students are not to be in the gym locker rooms without adult supervision. No personal belongings are to be left outside gym lockers at any time.

### LOCK-OUT POLICY

In order to minimize classroom disruptions and ensure student safety, no one will be allowed to enter the classroom without a visible, school/district issued ID. Students reporting to class without an ID will be required to report to the Attendance Office to purchase either a permanent or temporary ID. This action does not exempt students from tardiness. Note: Please see the Tardy Policy.

### LOST AND FOUND

Students who have lost an item during the school year should first check with their teachers to see if the item has been found. If necessary, students should visit the school Media Center before or after school or during lunch to inquire about any missing item. Parents are reminded that personal items should be clearly and permanently marked. This will aid school personnel in helping students recover lost items. Items of significant value should not be brought to school.

Northwestern High School assumes no responsibility for personal items that are lost by or stolen from students.

### LUNCH PERIOD

Students will be assigned to a specific lunch period by the administration. Students are not permitted to leave campus for lunch. Students are not to have food delivered to them individually or in groups from any outside source (including parents/guardians) without prior administrative approval. Students are to use

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only the C building restrooms during lunch periods. \*During lunch periods, students must remain in the café, A courtyard, or Legacy Garden. Students are NOT permitted in the hallways of C building during this time. Other than for necessary class movements, all stairway areas, including the open stairways/breezeway between D & E buildings, are off limits during lunch periods.

Students are reminded that they are responsible for discarding paper, leftover food, drink cans, etc. that result from eating their lunch. Trash containers are readily available.

## LUNCH PROGRAM

The school district offers healthy meals every school day. The Food Service Department will handle any distribution of lunch tickets or other procedures they design to provide students with meals. Students may qualify for free meals or reduced price meals. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application. (also found online at [schoollunchapp.com](http://schoollunchapp.com)) Northwestern teachers will be responsible for distributing free/reduced lunch forms and the collection of these forms. The Office of School Food Services has chosen a multi-child application. Parents need complete only one application for all the children in the household regardless of the school they attend within the Rock Hill Schools. Applications should be returned as soon as possible. Failure to return the application on time could result in a change of your child's eligibility for free or reduced lunch. Any debts incurred by the student during this period will be the parent's responsibility. Approval for free/reduced lunches will be made by the Food Services Department. They cannot approve an application that is incomplete. Be sure to fill out all required information and return the completed application to school. All students on the application will be processed at the same time, thus eliminating possible delays for siblings. (You can check the status of your application at [schoollunchstatus.com](http://schoollunchstatus.com)) The Point of Sale system used in our cafeterias uses the student's school ID number as the PIN for the student's account. This number will not change even if the student transfers from one school to another. If a student has a positive or negative balance in his cafeteria account, the balance will transfer from one school to the other. Parents are encouraged to pre-pay for lunches using the cash payment for all their children in the same school. Parents may monitor their child's lunch account via [mypaymentsplus.com](http://mypaymentsplus.com). Cash, check, or certified check can be used for pre-payment of lunches. A \$10.00 service fee will be assessed to all checks returned for non-sufficient funds. Students cannot share PIN numbers. Adults and students in middle school or high school will not be served unless payment is received at the time of service.

## MEDIA CENTER

The Media Center, located in A building, offers a collection of books, magazines, and newspapers. The atmosphere must be quiet and conducive to reading and study. Twelve computers, equipped with Microsoft Office and DISCUS databases for research, are also available for students to use.

The Media Center is open throughout the school day, 30 minutes before school, and 30 minutes after school. Students may come from class with a properly executed hall pass. Individual students should study in designated areas so that classes in the Media Center will not be disturbed.

Books may be checked out for 2 weeks and renewed as needed. Overdue materials will be fined \$0.15 per day. The fine stops when the material is returned. Students are expected to return Media Center materials in the same condition in which they left the Media Center.

Each student must have his/her own NHS student ID in order to check out Media Center materials. It is strongly advised that students not check out materials for others. Each student is responsible for all items checked out in his/her name.

No food or drink is allowed in the Media Center.

## MEDICATIONS

Students who take prescription medication during school hours must store it in the health room and follow the Rock Hill Schools medication policy. Prescribed medication that is necessary for a medical emergency may be kept with the student, however, the parent must complete and sign a form granting parental

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permission for the student to carry such medication. Students may carry small quantities of common over-the-counter medications such as Tylenol and ibuprofen. These medications need to be in correctly labeled containers. The school district does not allow any school personnel, including the nurse, to administer over-the-counter medications to students.

## NATIONAL HONOR SOCIETY

Each fall, students in the junior and senior classes who have met the GPR, discipline, and academic integrity requirements are invited to apply in writing for admission to the National Honor Society. All applications submitted by the announced due date will be reviewed by a 5-member faculty committee. Using the selection criteria below, this committee will select students for membership in the National Honor Society. The advisors to the National Honor Society will not be involved in this selection process.

### **Qualifications:**

- A student must be either a junior or senior at Northwestern High School.
- Students must have been enrolled at Northwestern High School for a minimum of one semester.
- 4.0 GPR or above.

All referrals and suspensions will be examined. Three or more discipline referrals will disqualify the student from consideration for the National Honor Society. Two or more suspensions (in school or out of school) or any exclusion while at Northwestern High School will disqualify a student from consideration.

No student who has been disciplined for academic dishonesty (cheating) will be considered for admission.

A list of all applications will be distributed to the faculty for their comments. Three or more negative responses from faculty members concerning any student will trigger further inquiry to determine what, if any, verifiable objections there are to this student's admission to the National Honor Society. Examples of verifiable objections include, but are not limited to, a faculty member's direct knowledge of instances of poor citizenship, character, or leadership.

**Information Form:** Each student must complete and return to an advisor an information form by the announced date. It is the student's responsibility to accurately complete each section. It should be stressed that candidates must show a well-rounded background and should be active in many different areas and activities. Weight will be given to the amount of time required for activities and relative responsibilities. For example, being vice-president of a 10-member club meeting once a month will not carry as much weight as being secretary of a 50-member club meeting once a week.

- Co-curricular Activities:** Students will list all activities in which the student has participated during high school. These include, but are not limited to, clubs, teams, and musical groups. Students will list any major accomplishments in each activity.
- Leadership Positions:** Students will list all elected or appointed positions held in high school, community, or work activities. Only those positions in which the student was directly responsible for directing or motivating others should be included. Students may list elected offices in clubs or student government, committee chairperson, newspaper editor work area manager, or community leader.
- Community Activities:** Students will list community activities in which they have participated and note any major accomplishments in each. These should include any activities outside of school in which the student participated for the betterment of the community. For example, students could list church groups, clubs sponsored outside of school, Boy or Girl Scouts, volunteer groups, or community arts endeavors.
- Work Experience Recognition and Awards:** Students will list any job experiences, honors, or recognitions they have received which would support their bid to be selected for membership. Work experience includes paid and volunteer jobs.

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### Appeal Process

Any student who submits an application and is not selected for the National Honor Society may request in writing a review of his or her application. Since the chapter advisors are closest to the selection process, it is these individuals who are best prepared to provide immediate feedback. The advisors will review the application to ensure that no procedural or technical errors were made. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or failure to follow prescribed procedures. If no errors are found, the advisors will discuss with the student the reasons the application was denied. If, at this point, the student still wishes to pursue the appeal, he/she may submit an appeal in writing to the principal. The principal will listen to the concerns of the student not selected or the parents of such students. Following such discussion, in the absence of any evidence of technical or procedural errors, the principal will support the decision of the Faculty Council. If the principal believes that some technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene and review the situation. The decision of the Faculty Council at this point will be final.

### Membership requirements after induction:

In order to remain a member of the National Honor Society, students must continue to meet all the requirements listed in the selection criteria. Additionally, specific requirements relating to attendance at meetings and participation in activities will be given prior to induction.

### NEWS MEDIA

No media representative will be permitted to consult with any student or group of students without prior permission from a school administrator. All district policies and procedures will be followed in granting or denying media contact with students.

### NOTIFICATION OF DIRECTORY INFORMATION

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill, SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

### OFFICE TELEPHONE USAGE

Students will not be called to answer phone calls during school hours. Phone calls concerning serious emergencies will be recorded by the school secretary and delivered to the student by the administrative office. Only messages from parents will be delivered to students. Friends and employers should NOT call Northwestern to leave student messages. Telephones in school offices are designated for faculty and administrative use only.

### PARENT ORGANIZATIONS

Northwestern parents have organized several groups that fulfill vital roles in supporting Northwestern programs. Booster clubs support their selected areas through assisting with activities, sponsoring special events, and fund-raising. Information about membership is included in school newsletters or can be obtained by calling the school office or by visiting the school website. We invite our parents and community to become active in these organizations. Come be a part of Northwestern!

## General Information

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- |  |                               |
|--|-------------------------------|
| 1. Academic Boosters - Friends of Northwestern | 4. Choral Boosters            |
| 2. Athletic Boosters - Trojan Club             | 5. School Improvement Council |
| 3. Band Boosters                               | 6. Strings Boosters           |

## PARKING

Parking on school property is a privilege extended to students in grades 10, 11, and 12 and any others who, in exceptional circumstances, are authorized by the Board of Trustees (JGFF). Hang tags will be issued to seniors, juniors, and sophomores in good academic standing. Completion of the Alive at 25 program will be required prior to students parking on campus.

1. Student parking is limited to legally marked spaces in the student parking lots. Student parking is prohibited in front of the school and in the faculty parking lot. No one is allowed to park or drive on grassy areas.
2. Vehicles are not to be operated on campus in any unsafe manner, or at a speed in excess of 15 MPH. Parking lots are not for "cruising."
3. A fee of \$20.00 will be charged for parking on campus. All financial obligations to the school (lost books, athletic equipment, AFJROTC uniforms, Media Center fines, etc.) must be paid before a hang tag may be purchased. Student operated vehicles are not to be located on campus without a current hang tag properly displayed on the vehicle. This tag must be attached to the rearview mirror on the front windshield. There is a \$15.00 replacement fee for lost or damaged hang tags.
4. Students are not to litter the parking areas.
5. Failure to follow parking rules and regulations may result in any or all of the following sanctions:
  - A. Reprimand
  - B. Loss of parking privileges
  - C. Placement of a mechanical locking device on the vehicle. (The student must pay \$25 to have such device removed. Students not having a hang tag will also be required to purchase one at that time.)
  - D. Suspension
  - E. \$25 illegal parking fine

NOTE: Students who use their vehicles to transport themselves or others off campus during the school day without permission from school personnel or the administration face the same penalties listed above.

6. A student may be issued a temporary parking tag for \$1.00 a day if the student has a hang tag and must, for some reason, drive another vehicle temporarily, or if a student has a special temporary need to drive to school and does not have a hang tag. Students may apply for temporary tags in the A building office before or after school.
7. All vehicles should be locked. No valuables should be left in the vehicles. Items, if left in vehicles, should not be visible, preferably locked in the trunks of the vehicles. Northwestern High School is not responsible for a vehicle or its contents while it is parked on the Northwestern High School campus.
8. Any theft from or damage to a vehicle on the school's campus should be reported immediately to the main office. The school resource officer will be notified if he/she is available. If the resource officer is unavailable, the Rock Hill Police Department will be contacted (329-7211).
9. If a car has been wrecked or traded, the school hang tag must be brought to school in order to obtain a new tag. Information on the new vehicle will be taken at this time.

## General Information

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10. A student must not transfer his/her hang tag to another student.
11. Students must have permission from an administrator to be in the parking lots during the day. Loitering in the parking lot or inside of cars during breaks, lunch periods, or upon arrival to school is prohibited. Students violating this rule are subject to disciplinary action.
12. Students experiencing chronic tardiness to school are subject to loss of their campus driving privileges.
13. Students are not permitted to drive a car to ATC. In walking to and from ATC, students must use the covered sidewalk. Students are not to be in the parking lot without permission from an administrator.
14. Students are not to use their cars as lockers.
15. All vehicles are subject to search while on the school campus.

### **Policy JLIE Student Automobile Use and Parking**

Issued 4/17

Purpose: To establish the basic structure for student automobile use and parking.

For the safety and well-being of students as well as for the purpose of conserving energy, the board requests parents/legal guardians to encourage students to ride school buses. To be able to drive and park on campus, students must take the district-required driving course.

Parking on school property is a courtesy extended to students in grades 10, 11, and 12 and any others who in exceptional circumstances are authorized by the principal.

The administration will establish rules and regulations for the safety of all persons using school lots and for the maximum protection of the vehicles. However, the district will assume no responsibility for damage to cars or for theft of cars or of articles from cars.

Students are responsible for the contents of the vehicle.

Adopted 5/28/90; Revised 3/25/91, 7/26/04, 4/24/17

### **AR JIH-R Student Interrogations, Searches and Arrests**

Issued 8/16

In order to recognize and protect student rights and expectations to privacy, safety, and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating board policies, school rules, and federal and state laws, district officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined herein and in board policy [JIH](#).

If a search yields evidence that a board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests conduct which must be reported to law enforcement under [S.C. Code Ann. §59-24-60](#), the appropriate law enforcement authorities will be immediately notified.

The Checklist for Student Search [[JIH-E\(2\)](#)] may be used as a checklist for administrators who are considering conducting a search of a student or the student's effects, locker, desk, or motor vehicle.

## General Information

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For all searches of a person, a vehicle, locker, or property, there must be an adult witness with the administrator.

### **Searches of a Person or a Person's Belongings or Effects**

Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or district or school rules. In formulating a reasonable suspicion, a school official may rely on information he/she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or district or school rules is insufficient to justify a search.

Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of law or district or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, will escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/legal guardian and/or the police will be contacted. Under no circumstances, however, is a strip search by a school official permitted.

### **Searches of Lockers, Desks, and Other School Property**

The district provides lockers, desks, and other school property or storage spaces to students for their use. Because the district retains ownership of this property, school officials may conduct searches of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise reasonable in light of the needs of the school. However, objects belonging to students contained in such school property will not be opened or searched except as provided in the section above. Students will be notified expressly in writing in the student handbook that such school property may be searched at any time. In conducting searches of school property, student property will be respected and not damaged.

### **Searches of Vehicles on School Property**

Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their vehicles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms



## General Information

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regarding the use of parking lots set forth below. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains authority to conduct routine inspections of the exterior of vehicles parked on school property at any time. In conducting an inspection of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view.

The interiors of student vehicles, including such things as trunks, glove compartments, and personal belongings within a vehicle, may be searched whenever a school official has reason to believe a student is violating board policies, school rules, or federal or state law, as described in the reasonableness standard set forth in the section above. When a school official needs to gain access to the interior of a vehicle parked on school premises, for purposes of conducting a search in compliance with the reasonableness standard, he/she will first ask the student to provide access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she may be subject to disciplinary action, including loss of all parking privileges and the possible towing of the vehicle at the student's expense.

### Use of Trained Dogs

The exposure of student containers, packages, lockers, vehicles, desks, book bags, satchels, and other similar personal belongings to a reliable and trained "dog sniff," when not in a student's possession, in most circumstances is neither a search nor a seizure. This is so because a dog sniff of the above items only does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel.

Accordingly, school officials will only utilize trained dogs on district property under the following circumstances:

- Only trained and proven reliable dogs may be utilized on school grounds.
- Dogs will be under the control, direction, and supervision of a trained dog handler and will be on a leash or subject to appropriate restraint at all times.
- Dogs will only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee.
- Dogs will not sniff an individual unless determined to be reasonable in all respects under the section above; however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials will make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth in the section above.

General Information

A Canine Search Document [JH-E(1)] must be completed and sent to the office of student services within 48 hours of the search being completed.

Issued 1026/09; Revised 8/22/16

Northwestern High School Parking Permit Request  
2018-2019 School Year  
NHS Permit #

YOU MUST FILL OUT EACH ITEM IN ORDER TO RECEIVE A PERMIT

NAME: LAST FIRST MIDDLE INITIAL  
DRIVER'S LICENSE # GRADE DATE  
VEHICLE REGISTERED TO: TAG #  
VEHICLE MAKE: VEHICLE MODEL:  
VEHICLE COLOR: VEHICLE YEAR:

I certify the above information is correct. I have also read and understand the parking rules.

I understand and will abide by the following: Once I arrive on campus, I will not return to any parking lot for any reason unless specific written permission is given by an administrator or the attendance office. I will notify the office immediately if there is any change in vehicle or any other change in the above information.

Legal Signature (First name, Middle initial, Last name) \*\* NO NICKNAMES\*\*

PARKING IS NOT PERMITTED IN FRONT OF THE SCHOOL OR IN THE TEACHER'S PARKING LOT.  
YOU MUST HANG YOUR PERMIT ON THE REARVIEW MIRROR.  
Please reference Board Policy JLIIE - Student Automobile Use and Parking at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us).

POSSESSION/USE OF TOBACCO/DRUG PRODUCTS or PARAPHERNALIA

Smoking or possession of tobacco products, drug paraphernalia, or vapor cigarettes is prohibited on school property, by students actively participating in or practicing for school-sponsored extracurricular events, and while riding school buses or activity vehicles. Consequences for any violation of smoking or possession of tobacco products or drug paraphernalia rules are stated below. Although this policy permits some choices, the options for each offense selected by the student and parent must be approved by the appropriate administrator.

1<sup>st</sup> Offense:

- 1. One day of ISS. Incident reported to Resource Officer for further intervention(s).
- 2. Students subject to police charges.

2<sup>nd</sup> Offense:

- 1. Two days of ISS
- 2. Students subject to police charges.

3<sup>rd</sup> Offense:

Scheduled parent conference and 2 days OSS.

4<sup>th</sup> Offense:

Scheduled parent conference and expulsion recommendation.

By administrative rule, tobacco or smoking paraphernalia obviously displayed will be confiscated and not returned.

## General Information

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### **PUBLIC DISPLAYS OF AFFECTION**

Students will refrain from bodily contact with one another in a show of affection.

### **RECYCLING**

All members of the Northwestern community should recognize the need for and the benefits of recycling. Students, staff members, and visitors are asked to place recyclable materials in the designated areas on campus. Please join in making the Northwestern campus a clean and attractive learning environment for everyone.

### **SEARCH AND SEIZURE**

Pursuant to State Law, persons entering school property are deemed to have consented to the search of their person and property. (ACT 373 of 1994)

### **SKATEBOARDS**

Skateboards are not allowed on school property at any time.

### **TRIPS**

By law, students who travel to participate in group activities such as band, athletic contests, or any activity where they represent the school or participate in a school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the regulations of the school.

1. Students who attend an activity with a group sponsored by the school must conduct themselves in an orderly fashion. All school rules apply.
2. Any student, while in a uniform of the school such as band, cheerleader, athletics, etc., will conduct himself/herself at all times in an orderly fashion, whether the student is with a group or alone. All school rules apply.
3. For any school sponsored trip, each student must bring written permission signed by his/her parents/guardians.

### **TROJAN CONSUL**

Northwestern High School's Trojan Consul provides a democratic forum in which students can address those school-related issues which affect the lives of our students. The Trojan Consul provides a continuous communication channel between students, faculty members, and administrators. A year-long program of social functions and community projects is provided for students. Training in the duties and responsibilities of good citizenship is offered, using the school environment as the primary training ground.

Northwestern students are encouraged to seek positions in the Trojan Consul. Positions range from officers to representatives. Students who wish to run for election to Trojan Consul Offices should contact the Trojan Consul advisor(s).

### **VISITORS**

Parents/visitors must report directly to E building office upon arrival at school. Only visitors who are on school business will be permitted on the grounds during school hours. Student visitors or family guests will not be permitted to visit the school during instruction time. Students may not bring younger children to Northwestern during the school day. Pursuant to State Law, persons entering school property are deemed to have consented to the search of their person and property.  
(ACT 373 of 1994)

### SCHOOL COUNSELING PROGRAM

#### COUNSELORS FOR GRADES 9 - 12 ARE:

Debbie Cabaniss	A –Ca
Bridget Elmore	Ce –Ga
Kim Howell	Ge –Ju
Sharon Bybee	Lo –Pa
Maurice Herrington	Pe –S
Bobby Page – <i>Director of School Counseling</i>	K – Ll and T - Z

Students are very fortunate to have qualified counselors at Northwestern High School. Each student has a counselor to serve that particular student in many ways through individual and group counseling. Most of our counselors' time is spent in the areas of personal, vocational, and educational counseling. Career counseling and college selection advice is available. College and technical school catalogs, career brochures, and military information are available. All matters concerning registration, course selection, grades, scholarship applications, credits, graduation, and counseling are processed through this office.

Students may be counseled on personal or curriculum matters by contacting their counselor. Students should make appointments in advance. Waiting for a conference that has not been arranged in advance will not be an excuse for missing a class. To make an appointment with his/her counselor, a student should obtain a referral form from a teacher or the counseling office, complete the form, and return the form to the teacher or counseling office. The counselor will notify the student of the appointment as soon as possible.

Schedules will be available to students at orientation. Students should pick up a new schedule and follow it when they report to classes at the beginning of the school year.

### ACADEMIC ASSISTANCE

Free academic assistance is available for the core academic areas. Students may be referred for assistance through a teacher, counselor, coach, or parent. A certified teacher will be assigned to the student for scheduled assistance throughout scheduled times during the week.

Academic assistance opportunities include but are not limited to:

- Before school from 7:30 to 8:17 a.m., Monday through Friday
- During the school day per the teacher's discretion
- During all three lunches

Contact the Academic Coach for more information.

#### Content Recovery:

TBD – See Academic Coach in A101.

# School Counseling Program

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## BLOCK SCHEDULING

Northwestern High School operates on a semester block or four-by-four (4 X 4) schedule. In this format, students are responsible for only 4 subjects per semester. Students are encouraged to take advantage of as many course offerings at Northwestern as possible. There is no substitute for a well-rounded education. Such participation allows the student the opportunity to find areas of strength and areas of interest. This knowledge is beneficial for the decisions involving college selection, work experiences, and future career paths. The counselors at Northwestern will be happy to assist students in maximizing their opportunities at NHS. Students planning to graduate early **MUST** notify the counselors **PRIOR** to the spring semester of their year of graduation.

## COURSE SELECTION

Questions about schedule changes, course selections, and the scheduling process should be directed to the Counseling Department. Students must adhere to published scheduling guidelines. Schedules are distributed to students at the beginning of each semester. Additional schedules are available for a fee of \$1.00.

## DIPLOMAS AND CERTIFICATES

Students are eligible for 2 types of state credentials (certificate, SC diploma) and one local endorsement (Gold Seal) upon completion of their course of study at Northwestern. Students with a disability under IDEA are eligible to earn the Occupational Diploma. This is not a state diploma. It is locally awarded and is designed to provide potential employers proof of students' employability skills. The types of credentials and their basic explanations are listed below. Students should contact their guidance counselor for detailed information.

### **Certificate:**

Complete all requirements of an IEP or 24 or more state prescribed Carnegie units. Students must meet all Carnegie unit requirements for a South Carolina certificate to participate in graduation.

### **Occupational Diploma:**

Must meet guidelines for eligibility as a student in grades 9-12 with a disability under IDEA. IEP team must determine that the student will not be able to meet the necessary requirements to obtain a South Carolina High School Diploma, even with supplemental aids and services.

### **SC Diploma:**

Must earn a minimum of 24 Carnegie units as prescribed by the State of South Carolina. Students must meet all Carnegie unit requirements for a South Carolina diploma to participate in graduation.

### **Gold Seal Endorsement:**

Must earn 28 Carnegie units in grades 9-12 including 16 in the core academic areas (English, math, science, social studies), have no grade lower than a TBD or a GPR of 4.2, and have 4 units in an area of specialization.

### **Early Graduation:**

Criteria for Honors and Highest Honors (28 credits and Gold Seal Endorsement) will NOT be waived for early graduation.

## EXAM POLICY

There are **no exam exemptions** allowed for any course. All students will take their appropriate course exams. Students are expected to take all exams at their assigned time.

## GIFTED AND TALENTED

Students identified as academically gifted/talented are served through participation in the college preparatory, International Baccalaureate, and Advanced Placement classes in the areas of advanced

## School Counseling Program

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math, language arts, science, social studies, foreign language, music, and computers (ITGS). Students qualifying as gifted/talented based on the South Carolina State Department of Education guidelines are encouraged to participate in these academically advanced classes in grades 6-10. At grade 11, these students are encouraged to apply for admission into the International Baccalaureate Program and to work toward the International Baccalaureate Diploma. Students not selecting the full International Baccalaureate Diploma program are encouraged to participate in Advanced Placement and/or selected International Baccalaureate courses in grades 11 and 12.

### GRADUATION-COMMENCEMENT EXERCISES

Information concerning graduation practice and commencement exercises will be provided to seniors at a senior meeting in the spring of the year. Graduates must be present at graduation practice in order to participate in the commencement exercise. Students planning to graduate early **MUST** notify the counselors **PRIOR** to the spring semester of their year of graduation.

**Please be aware of the following guidelines:**

- Admission will be based upon 8 tickets per family. ***No person, including infants and children, will be admitted without a ticket.*** Seating will be limited to defined areas and spectators will be seated as they enter the arena. A map of the arena and proper parking areas are located on the back of the letter given/mailed to students. **Parents and guests must be seated in the coliseum no later than 1:50 PM. Anyone arriving after that time will be admitted only if there is seating available and if ushers feel it will not disrupt the ceremony.**
- Graduation tickets and prior press releases have included statements that remind all spectators that they must wear appropriate dress for the occasion. ***Spectators wearing shorts, tank tops, or T-shirts will not be allowed to enter the coliseum.***
- ***No flash or video photography will be permitted on the floor of the coliseum.*** Spectators may take pictures or videos from their seats but are asked not to hinder the sight of other spectators. Spectators will be allowed to purchase pictures of the ceremony from professional photographers at a later date. Graduates will be given information on how and when to purchase these items.
- Graduation security, ticket collection, and parking will be handled by uniformed police officers. Disturbances during the ceremony will not be tolerated. Spectators will be instructed to hold all applause until the last graduate's name is called. ***No air horns, cowbells, sirens, or other noisemakers will be allowed in the coliseum. Police officers will implement the school district's directive to remove and/or arrest any spectator who disrupts the ceremony.***
- **Northwestern spectators can be admitted to the coliseum for seating as early as 1 hour before the start of graduation.** Graduating seniors are to park in the northwest parking lot and enter at the northwest entrance of the coliseum. ***Spectators should park in the southwest lot and enter at the southwest entrance located on the main concourse.***

The recognition of graduating with highest honors will be assigned to seniors who have a cumulative grade point ratio (GPR) of 4.5 or above. The recognition of graduating with honors will be assigned to seniors who have a 4.2 grade point ratio but less than 4.5. All honor graduates must have earned the Gold Seal Endorsement in addition to the GPR requirement. **Only credits earned in grades 9-12 are considered when determining eligibility for the Gold Seal Endorsement.** Grades will not be rounded to either raise or lower a student's GPR. Appropriate recognition will be provided at the graduation exercises.

# School Counseling Program

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\*Valedictorian: The student(s) with the highest adjusted GPR in the graduating class.

\*Salutatorian: The student(s) with the second highest adjusted GPR in the graduating class.

**Only credits earned in grades 9-12 are considered in determining the valedictorian and salutatorian.** Virtual courses (through the state and local virtual schools) and dual credit courses already approved in the district will count in the final GPR. All other correspondence, independent study, or off campus courses must have prior approval to count in the final GPR.

## HOMEBOUND INSTRUCTION

Students who are unable to attend school for an extended period of time due to illness may qualify for homebound instruction. Approval is granted through the school district Exceptional Services Education Department at the Central Office. Parents/Guardians who wish such services for a student should call 803-981-1000 for further information.

## JOB SHADOWING/INTERNSHIPS

In order to job shadow, the student must submit the Job Shadowing Permission Form to the Career Counselor one week (seven days) prior to job shadowing. The student must submit the Job Shadowing Worksheet and thank you note the day after the shadowing experience in order for the day to be excused.

## MAKING UP MISSED ASSIGNMENTS

Students will be permitted to make up all work missed for lawful absences. It is the responsibility of students to contact their teachers within 3 days of returning to school concerning all make-up assignments.

Parents/Guardians may request assignments through the counseling secretary for students who will be absent for 3 or more days. Students will be afforded a period of time equal to the number of days absent to make up missed assignments if other arrangements are not made with the teacher.

Parents may also access Canvas from Northwestern's home page. Canvas provides access to class work and assignments, as well as due dates via the calendar. Students may ask teachers questions through their inbox.

## PROMOTION AND RETENTION

Northwestern follows a promotion system based upon earned credits. This system gives students and parents a more realistic assessment of the student's progress toward earning a state high school diploma. The requirements meet the minimum state defined level and are as follows:

### ***SOPHOMORE***

#### **4 credits**

1 English  
1 math  
1 science and/or 1 social studies  
1 elective in a program of study

### ***JUNIOR***

#### **10 credits**

2 English  
2 math  
1 science  
1 social studies  
4 electives in a program of study

### ***SENIOR***

#### **16 credits**

3 English  
3 math  
2 science  
2 social studies  
6 electives in a program of study

Students who fail required classes are strongly encouraged to retake them in credit recovery programs provided in order to help the student stay on track for promotion and graduation. Contact your counselor for complete information.

## QUALITY POINTS FOR ADVANCED PLACEMENT/IB

All students at NHS follow the State Uniform Grading Policy. This grading scale awards quality points based on the percent (%) grade earned and the type of course taken. The full scale, along

## School Counseling Program

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with other important aspects of the policy, is given below. Earning the full extra quality point for IB/AP courses is contingent upon taking the International/National exams for these courses.

The uniform grading policy applies to all students enrolled in 8th grade and above Carnegie credit courses.

1. Course grades on report cards and transcripts in Rock Hill Schools high schools will be numeric. No Carnegie courses will carry letter grades (A, B, C, D, F), Pass/Fail, or Satisfactory/Unsatisfactory.
2. A student's grade point ratio and rank in class will be figured from a grade point conversion table. The conversion table assigns "quality points" to each numeric grade depending on the grade earned and the weight assigned to the course taken. College Prep courses earn the base weight of one quality point. Honors courses earn one-half quality point more, and Dual Credit, Advanced Placement, and International Baccalaureate courses earn a full quality point more than the base weight. Earning the specified quality points in IB/AP courses is contingent upon taking the International/National exams for these courses.
3. The formula for figuring Grade Point Ratios (GPR) is:
  - $GPR = \frac{\text{sum}(\text{Quality points} \times \text{Carnegie units earned})}{\text{sum}(\text{Carnegie units attempted})}$
4. Students who withdraw from a course without administrative recommendation after five class days will be assigned a grade of 50 and 0 quality points. The grade will be calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.
5. Students who receive an FA (Failure due to Attendance) in a course will be assigned a grade of 50 and 0 quality points. The grade will be calculated into the student's overall grade point ratio and remain on the student's transcript throughout high school. The original grade earned and the grade earned when the course is retaken will be figured into the overall grade point ratio, and remain on the student's transcript throughout high school. The ability to retake a course during the same academic year is based on space availability in the class, extenuating circumstances, and must be approved by the administration.
6. Carnegie unit courses taken prior to the 9<sup>th</sup> grade should be retaken in the 9<sup>th</sup> grade if the student earned a numeric grade lower than an 80. Students earning below an 80 may request a waiver if extenuating circumstances apply. Unless retaken in 9th grade, the grade earned in middle school will be calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.
7. If a student transfers from another high school with letter grades, the letter grades will be converted to numeric grades on the following scale:



# School Counseling Program

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10 point grading scale conversion chart

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100

# School Counseling Program

60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

Regulation IKA-R

## REQUIREMENTS FOR STATE HIGH SCHOOL DIPLOMA

In grades 9-12 and in accelerated courses in the 8<sup>th</sup> grade, students earn 1 Carnegie unit for each 1 block course successfully completed. Courses such as Health and Success After High School are 9 week courses. Students must complete both of the courses in the “set” they select. Completion will earn 1 full credit. In order to receive a state high school diploma, a student must attend the district school issuing the diploma for at least the semester immediately preceding graduation (except in the case of a bona fide change of residence where the sending school will not grant the diploma) and have earned a minimum of 24 Carnegie units which are distributed as follows:

Language Arts.....	4 Carnegie Units	Mathematics.....	4 Carnegie Units
U.S. History.....	1 Carnegie Unit	Science.....	3 Carnegie Units
(must include study of Constitution)		Physical Education.....	1 Carnegie Unit
Economics.....	1/2 Carnegie Unit	Health Combination.....	1 Carnegie Unit
Government.....	1/2 Carnegie Unit	Computer Science.....	1 Carnegie Unit
Other Social Studies.....	1 Carnegie Unit	Electives.....	7 Carnegie Units

**TOTAL .....24 Carnegie Units**

The graduating class of 2011 and beyond must declare a major with the program of study.

## RETAKEING A COURSE / TEST

Students may repeat a course if their final average is 59 or below. Both grades will remain on the transcript and both will be figured into the GPR. Refer to statement #6 of the Uniform Grading Policy.

Any student that scores less than a 60 can make up that test to earn a grade of no higher than a 60. Tests must be made up within 5 school days.

Restrictions to the test retake policy:

- The retake policy does not apply to the final exam in any course.
- The retake policy does not apply to any assignment/quiz/or test in an AP course.
- The retake policy does not apply to final submissions in an IB course.

## SCHOLARSHIPS

A number of scholarships are awarded to deserving seniors each year. Information on scholarships and financial aid is announced and available to all seniors. Interested students should be alert to announcements, the scholarship newsletter, the website, posted flyers, and financial aid workshops.

## School Counseling Program

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### STANDARDIZED TESTING DATES

Northwestern personnel administer many academic achievement tests during the school year. Information and registration materials for tests such as the ACT and SAT are available through the Counseling Office.

#### 2018 - 2019 TEST DATES

TEST DATE	TEST	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 25	SAT	July 27	August 7
September 8	ACT	August 10	August 11 – 26
October 6	SAT	September 7	September 18
October 27	ACT	September 28	Sept. 29 – Oct. 14
November 3	SAT	October 5	October 16
December 1	SAT	November 2	November 13
December 8	ACT	November 2	November 3 – 19
February 9	ACT	January 11	January 12 – 18
March 9	SAT	February 8	February 19
April 13	ACT	March 8	March 9 – 25
May 4	SAT	April 5	April 16
June 1	SAT	May 3	May 14
June 8	ACT	May 3	May 4 – 20
July 13	ACT	June 14	June 15 – 24

### TRANSCRIPTS

Each student will be provided an updated transcript which will be placed in the advisory folder at the end of each semester. Students who are graduating may receive 6 official transcripts for their personal use. Additional copies will be available for \$2.00 per copy. Transcripts required due to Northwestern's recommending of students for honors or awards will be provided at no charge.

### WITHDRAWAL/TRANSFER

Any student who leaves school during the session should, on the last day he/she attends, report to his/her counselor and return all school property (including student ID).

A parent or guardian must complete the withdrawal/transfer form. Unless this is completed, the school is under no obligation to give out information to prospective employers, armed services, or other schools. No transcripts or references will be furnished to schools. Students who drop out and re-enroll must have a parental conference with the principal prior to re-enrolling.

### **NORTHWESTERN TROJAN ATHLETICS**

Northwestern offers extracurricular athletics to all students. The coaching staff encourages all students to become involved in Northwestern programs. We strongly believe that a sound, physically-fit body will enhance the mind. Physical fitness, exercise, strength and speed development, flexibility, and endurance are important to the overall growth of the individual. Combined with competition on the interscholastic level, athletics prepares students for the days ahead in a very competitive society.

Northwestern High School is a member of the South Carolina High School League, the AAAA Conference, and Region 3-AAAA. We are required to follow the rules, regulations, and bylaws of the above organizations. As participants, students must comply with certain academic requirements as well. Students must maintain the academic requirements prior to enrolling in the athletic program. Academics have priority over athletics, although the two combined can be very worthwhile and rewarding to all participating students.

We encourage student involvement and participation in representing our school, community, and his/her family. Students who are listed on a team roster will pay a \$60 athletic fee one time each school year. Should the student be placed on more than one team roster during the school year, no additional fee will be collected. The athletic fee includes student insurance coverage. The fee must be paid prior to receiving a team uniform.

Get involved in helping Northwestern be the BEST high school in the state!

### **FALL/WINTER SPORTS**

Basketball	Boys/Girls	9th Grade, Junior Varsity, Varsity
Cheerleading	Girls	9th Grade, Junior Varsity, Varsity, Dance Team
Cross Country	Boys/Girls	Junior Varsity, Varsity
Football	Boys	9th Grade, Junior Varsity, Varsity
Girls' Golf	Girls	Varsity
Girls' Tennis	Girls	Varsity
Swimming	Boys/Girls	Varsity
Volleyball	Girls	Junior Varsity, Varsity
Wrestling	Boys	Junior Varsity, Varsity

### **SPRING SPORTS**

Baseball	Boys	Junior Varsity, Varsity
Boys' Golf	Boys	Varsity
Soccer	Boys/Girls	Junior Varsity, Varsity
Softball	Girls	Junior Varsity, Varsity
Track and Field	Boys/Girls	Junior Varsity, Varsity

## **ATHLETIC PHYSICAL/INSURANCE**

Any student engaging in any athletic competition which is sponsored by District schools or is played under the name of District schools, will be required to furnish a statement by a medical doctor certifying the student's physical fitness. All athletes must purchase school insurance prior to participation in any sport or have a waiver form on file in the coach's office.

## **ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC ACTIVITIES IN SOUTH CAROLINA**

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards or requirements as prescribed by the State High School League and school district.

1. A contestant must be under 20 years of age.
2. A contestant must not participate under an assumed name.
3. A contestant must be a bona fide student carrying the equivalent of at least 4 units of credit for which no previous credit has been received.
4. A contestant must not have received a high school diploma or its equivalent.
5. To be eligible to participate in athletic contests during the fall semester, a student must meet the following criteria:
  - A. The student must have an overall passing average for the preceding year (1.0 GPR).
  - B. The student must have made a passing grade (60) the preceding semester in at least 2.5 full block subjects.
  - C. If a student passes only 2 courses the preceding semester, he/she must pass all required courses up to 2.
  - D. The student must be regularly enrolled, in regular attendance, and carry at least 2 block courses during the school year.

To be eligible to participate in athletic contests during the spring semester, a student must meet the following criteria:

- E. The student must have an overall passing average (60) for the preceding semester.
- F. The student must have made a passing grade (60) the preceding semester in at least 2.5 full block subjects.
- G. If a student passes only 2 courses the preceding semester, he/she must pass all required courses during spring semester.
- H. The student must be regularly enrolled, in regular attendance, and carry at least 2 full courses during the school year.

NOTE: Physical Education (weight training) will not count toward eligibility once a student has completed two (2) years of physical education. Two (2) courses in summer school may be used to gain eligibility.

6. A contestant will be ineligible at the end of the 4<sup>th</sup> school year from the time he/she first entered 9<sup>th</sup> grade.

## Athletics

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7. A contestant must have attended school at least 60 days in the semester immediately preceding the present semester.
8. A contestant must live with his/her parents or legally appointed guardian and attend the high school in his/her attendance area. (See principal for exceptions to this rule.)
9. A contestant is eligible immediately if a transfer is the result of a real change of residence of his/her parents or guardian. (See principal for exceptions to this rule.)
10. If guardianship is involved, a contestant must live with the appointed guardian for 1 calendar year following filing of guardianship papers in the county Clerk of Court's office. (See principal for exceptions to this rule.)
11. A contestant must not violate his or her amateur status.
12. A contestant must not have transferred as a result of recruiting or undue influence.
13. A contestant must not practice with, nor participate on, any athletic team other than a team representing his/her school during the school session.

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

### *Clearinghouse Information for Athletes*

NCAA rules require that a student be certified by the NCAA Clearinghouse before the student can enroll as a student athlete. Please follow these steps:

1. Register at the end of the JUNIOR year.
2. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) to register online or download the registration form and mail it in. Notify the Counseling Office so student's transcript can be mailed.
3. When the applicant registers for the SAT or ACT, the student must request that the scores be sent at that time to the Clearinghouse, even if the scores are not sent to any of the schools which are recruiting student. Please mark 9999 in the section on "college code choices" when registering for the test(s). If this is not done, it will cost more to have the score information sent at a later date.

\*Remember to mark 9999 each time the test is taken, in addition to any institution codes.

\*Failure to follow these steps will render the student ineligible to enroll as an athlete at any NCAA Division IA, IAA, or II school.

Fee waivers are available for students who are unable to meet the cost of the processing fee. See the counselor to apply for a waiver.

Anyone having questions concerning the Clearinghouse may call the Clearinghouse at 319-337-1492.

## SPORTSMANSHIP

Sportsmanship is a general way of thinking and behaving. In order for school programs to continue to be positive educational experiences, fans and participants should be aware of the necessity for good sportsmanship and the means by which it is attained.

Fans attend athletic contests to cheer for and support their team and coaching staff, to enjoy competition, and to demonstrate appreciation for the athletes' skills. Fans should avoid booing, jeering, or making negative antagonistic remarks to participants, coaches, officials, and other fans.

## Athletics

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All fans and participants in high school contests should:

- Show respect for the opponents at all times and treat them as guests.
- Show respect for the officials. Good sportsmanship is the willingness to accept and abide by the decisions of the officials. Good sportsmanship suggests the importance of conforming to the spirit as well as to the letter of the rules.
- Maintain self-control at all times. Good sportsmanship is concerned with the behavior not only of the participants, but also of the fans.
- Permit only positive behavior to reflect on your school and its activities.
- Win with character and lose with dignity.

### ATTENDANCE GUIDELINES

#### EARLY DISMISSAL FROM SCHOOL

Students must have the school administration's permission to leave campus before the end of the school day once they arrive on school grounds unless prior written notice has been submitted to the Attendance Office before the school day begins.

Students with written excuses, from parents/guardians verified in Powerschool, who desire to be dismissed early will present such excuses to the Attendance Clerk upon arrival at school in order for the excuses to be verified. The only time early dismissal notes will be accepted in the Attendance Office will be before school. These written requests should include the following: date, student's name, reason for the dismissal, parent or guardian's phone number for verification, and parent or guardian's signature. Once the request is verified by the Attendance Clerk, the student will receive a written dismissal notice they should show to their teachers at the appropriate time.

If student does not have a note, the parent/legal guardian must come in person to the Attendance Office to sign a student out.

**Parents/guardians are not to sign out students in other than emergency situations without prior notification in writing to the Attendance Office. Students returning to school after being dismissed from campus must report directly to the Attendance Office and submit credible and appropriate documentation for their dismissal. Students returning to school without any form of documentation will be referred to their administrator.** Only those parents and emergency persons listed on the student information card will be allowed to pick up students for early dismissal. The school needs to be informed, in a timely manner, of any changes that may occur during the academic year in the information provided to the school. In case of student emergencies occurring at school, the Attendance Clerk will notify the parents by telephone.

**Students must always sign out with the Attendance Office before leaving campus.** This applies whether the student brought an early dismissal note or was notified by Attendance during the day that he or she was to be dismissed early. Failure to sign out or failure to leave the campus immediately upon signing out will result in disciplinary action.

**Due to the difficulty of verifying called in requests for dismissal, telephone dismissal requests are not accepted.** If there is a family emergency and the student needs to be dismissed early, we ask the parent or guardian to come to the Attendance Office to sign out their student. Only those parents, guardians, and emergency persons listed on the student contact page in PowerSchool will be allowed to sign out and/or pick up students early.

#### LATE ARRIVAL TO SCHOOL

**All students who arrive to school late should report directly to the Attendance Office to sign in and receive an admittance pass before going to lockers or reporting to class. This includes students who arrive during class change times.** Failure to sign in at the Attendance Office will result in a discipline referral.

Late bus passes will indicate the time they were issued and are to be turned in to the teacher as the student enters class. When a student fails to sign in, his/her absence is not changed to reflect attendance in school. This can pose a serious problem for students and their parents, in terms of being awarded credit for classes taken, in determining if make up work can be submitted, and accuracy of reports needed by parents or officials for legal purposes. Due to these reasons, failure to comply with this rule will be taken as a serious offense and will not be tolerated.



## Attendance Guidelines

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### MAKE UP SCHOOL

1. Students are notified by the Drop-Out Prevention Coordinator if make up school is necessary.
2. All lawful absences may be made up in make up school sessions.  
These include: when students are ill and their attendance in school would endanger their health or the health of others, when there is a death or serious illness in a student's immediate family, when there is a recognized religious holiday involving a student's faith, when activities are approved in advance by the principal, when the student has out of school suspension, and when there are necessary medical or legal appointments that cannot be scheduled during non-school time.
3. Students may not make up absences due to cuts.
4. Make up school is held on designated days and can be scheduled with Drop-Out Prevention Coordinator at 981-1218. There is a fee for make-up school.
5. All absences must be made up during the semester in which they occur.

### SUPERVISION OF STUDENTS

Once they have arrived, students are not permitted to leave school property until the regular school closing time, unless they have administrative approval. Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or for an extracurricular activity.

Supervision will be provided for students who ride a bus upon arrival and departure after classes are dismissed. Students will be provided supervision no more than 30 minutes prior to the opening of school and 30 minutes after classes are dismissed. Parents/guardians are to make arrangements to have their students arrive and depart within that time frame.

Supervision will be provided, during on-campus extracurricular activities, for 10 minutes prior to the designated activity and for a maximum of 30 minutes after the conclusion of the activity. This will include time that may be required for dressing after athletic events. Students who are repeatedly on school premises after the designated time for supervision may be excluded from future extracurricular activities.

School officials are not required to maintain direct supervision of spectators before or after an extracurricular activity. School officials will, at all times, provide reasonable supervision for crowd control during all extracurricular activities

### TARDY POLICY

It is the desire of the Northwestern administration and faculty to put an end to tardiness to school in the morning and to classes during the school day. Tardy students disrupt the learning of all students when they enter a classroom. Tardiness causes a loss of valuable instruction time. Tardiness is also evidence of a lack of self-discipline and should never be tolerated as habitual behavior. Tardy to class/school is defined as not being seated in the classroom ready to work when the tardy bell rings. Physical education students are to be in their assigned roll call areas when the tardy bell sounds.

Please note that tardies due to traffic, running out of gas, oversleeping, flat tires, loss of electrical power, eating school breakfast, etc., are not excused tardies. Excuses for tardies should be submitted to the Attendance Office. Tardies to class will result in disciplinary action.

# Attendance Guidelines

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<b>1<sup>st</sup> Tardy</b> - Warning; automated call to parents	<b>7<sup>th</sup> Tardy</b> -1 day ISS; automated call to parents
<b>2<sup>nd</sup> Tardy</b> - Warning; automated call to parents	<b>8<sup>th</sup> Tardy</b> -1 day ISS; administrator call to parents
<b>3<sup>rd</sup> Tardy</b> -Warning;automated call to parents	<b>9<sup>th</sup> Tardy</b> -OSS; administrator call to parents
<b>4<sup>th</sup> Tardy</b> -Warning;automated call to parents	<b>10<sup>th</sup> Tardy</b> -OSS; administrator call to parents
<b>5<sup>th</sup> Tardy</b> – After school detention (45 min.); automated call to parents	<b>11<sup>th</sup> Tardy</b> -OSS; administrator call to parents
<b>6<sup>th</sup> Tardy</b> -1 day ISS; automated call to parent	<b>12<sup>th</sup> Tardy</b> – Long Term Suspension

**Note:** Please refer to lock-out policy.

## TRUANCY

After 3 consecutive or a total of 5 unlawful absences, regulations require that school officials contact parents and students for a conference. The purpose of this conference is to identify reasons for a student’s absences and to complete an intervention plan. Students under the age of seventeen, who exceed the maximum number of absences allowed, may be referred to Family Court for truancy. (South Carolina Code of Law 59-65-50 and South Carolina Board of Education Regulations)

- 1. Students are limited to 6 absences of any type in a semester course (not including field trips, documented college visits, documented shadowing, and in-school suspensions).
  - Medical absences are treated as all other absences.
  - Parents are notified by mail when a student has 3 or 5 absences in a class.
  - Parents are called by automated phone message if a student has been absent for 1 or more classes.
- 2. If absences in a class are between 7 and 10, then Credit Retrieval is required in order to receive academic credit.
- 3. Students will not receive credit for a course in which over 10 absences occur.
- 4. Parents may monitor their child’s attendance through their Parent Portal account.

### Exceptions:

- Students who have recurring absences due to a serious illness or medical condition may be eligible for intermittent or regular homebound services.

Applications should be picked up promptly in the Counseling Office, filled out by a physician, and turned in at the Central Office to determine eligibility for homebound services.
- If a student has missed school due to extenuating circumstances or hardship, an appeal must be presented in writing to the principal.
- 5. Students who participate in extracurricular activities, such as athletics, concerts, and prom must be in attendance at least one-half of each school day of the event.

## Attendance Guidelines

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### WRITTEN EXCUSES FOR ABSENCES

1. Excuses must be turned in to the Attendance Office within 3 days of a student's returning to school; otherwise these absences will be recorded as unexcused.
2. Parental excuses for illness may be written for up to 3 days each semester.
3. Medical excuses should be turned in for any day a student is "written out of school" for illness by a physician.
4. A copy of a funeral program or an obituary should be submitted for a bereavement day missed due to a death in a family.
5. Documentation on college stationery should be provided for college visits.  
Juniors and seniors are allowed 2 each year.

## DISCIPLINE POLICY

We ask that students conduct themselves in a manner that will facilitate a proper learning environment. An assertive discipline plan will be posted in each classroom. Students are expected to follow the plan, and any deviation from the plan will result in the stated consequences. Detentions will be assigned for minor infractions. The student is expected to serve his detentions with the teacher assigning the detentions.

A student sent to the office for a severe infraction will be suspended and could be recommended for expulsion. If a student fails to report to the office when directed by a staff member to do so, that student will receive discipline in addition to that of the original infraction.

### STUDENT DISCIPLINE REFERRAL PROGRESSION PLAN

Students in violation of the rules and regulations of Northwestern will progress through the prescribed levels of disciplinary consequences listed below. All student disciplinary consequences are cumulative. Students violating the Safe Schools Act will be handled at Level 4 of the plan and will be excluded from school. Students scheduled for In School Suspension (ISS) will serve the entire day. Students arriving late to ISS without an excuse will be scheduled for After School Detention provided the student has not exceeded limits for eligibility. Parent contacts will be made as necessary throughout the disciplinary process. All consequences are at the discretion of the assistant principal and may include, but are not limited to, the following:

**Level 1: After School Detention** – students that arrive after 3:45 pm will be considered absent.

- Parent will be notified.
- Failure to serve will result in one day of ISS.
- Third infraction for same offense constitutes defiance.

**Level 2: In School Suspension (ISS) - 6 assignments per year**

- 1<sup>st</sup> offense – 1 day of ISS
- 2<sup>nd</sup> offense – 2 days ISS
- 3<sup>rd</sup> offense – discipline is at discretion of assistant principal
- Parent notification

**Level 3: Out of School Suspension (OSS)**

- A verbal warning will be issued for a Long Term Suspension (LTS).
- Two infractions at this level will result in recommendation for LTS or expulsion.
- Upon student's return, there will be a parent conference with an administrator and guidance counselor, and the student will sign a Behavior Contract.

**If Long Term Suspension is assigned:**

- The student is suspended from school for the remainder of the semester. A due process hearing will be conducted. The student will lose academic credit opportunities for the semester. The student will lose all school privileges during LTS.

## Discipline Policy

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- If long term suspension is assigned during the first semester, the student will be allowed to return at the start of second semester after a reinstatement parental conference with the assigned assistant principal. The student will be placed on a Behavior Contract.
- If long term suspension is assigned during the second semester, the student will be allowed to return to attend summer school and/or the assigned school the following school year.
- If a student receives a referral after returning from LTS, a parent conference will be scheduled with an administrator, parents/guardians, and the student.
- If a student has violated the Behavior Contract, he or she will be recommended for exclusion on the next offense.

### **Level 4: Exclusion**

- Student will be suspended from school for the remainder of the regular school term.
- A due process hearing will be conducted.
- There will be a loss of academic credit opportunities for the regular school term and a loss of all school privileges.

## **SUSPENSIONS / EXPULSIONS**

Students are expected to conduct themselves at all times and places in a manner that will be in the best interest of the school. Conduct of the student in any manner which disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of the student. Students will be held accountable for their behavior throughout the school year, up to and including the last day of school. Students attending or participating in school sponsored events, whether on the Northwestern campus or not, are subject to all Northwestern school rules and consequences for violations of those rules.

Suspension is defined to be temporary removal from the regular school program which may lead to permanent removal or expulsion if causes are not corrected. Northwestern uses 2 types of suspension. ISS = in school suspension and OSS = out of school suspension. Administrators will deal with all occurrences through a fair and common sense approach. Administrators may choose to assign detentions or school work detail in lieu of suspension for first time or lesser rule infractions. ISS is typically assigned for the following types of offenses:

\* No attempt is made to include every situation arising during a school year.

1. Failure to follow sign-in or sign-out procedures
2. Leaving campus without permission
3. Cutting class
4. Presence in off-limits areas
5. Failure to follow directions/disrespect to staff
6. Classroom disruptions
7. Cursing/obscene gestures
8. Possession of obscene or pornographic materials on campus
9. Repeated dress code violations

## Discipline Policy

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10. Failure to serve detentions
11. First time smoking offenses/possession of smoking materials
12. Computer use violations
13. Willful destruction of school property
14. School bus violations
15. Any gang-related activity (dress, signage, graffiti)

Early dismissals will NOT be honored on ISS days. Students who are absent on the day(s) they are assigned to ISS must make up the ISS day(s) upon returning to school. Typically, students will be assigned to ISS on only 2 separate occasions before they will begin to receive OSS suspensions.

### **When OSS suspension is necessary, the following conditions will apply:**

1. The parents of the student will be notified by telephone on the day the penalty is imposed.
2. The student will be released early from school only in the custody of parents or a legal guardian. Otherwise, the student will be sent home at the usual time by normal means.
3. Under no circumstances can a suspended student be on any Rock Hill Schools campus or utilize school transportation during the suspension days.
4. A student may be suspended for no more than 10 school days for any one offense unless expulsion proceedings are taking place.

### **Types of offenses that may lead to OSS days are listed below:**

1. All ISS offenses that have become chronic in nature.
2. Breaking ISS rules while serving time in ISS.
3. Involvement in acts of extortion, blackmail, or the intimidation of others.
4. Theft
5. Fighting at school or at a school activity or while being transported by school transportation.
6. Possession or discharge of fireworks on school grounds.
7. Trespassing on the campuses of other schools.
8. Participation in gambling activities or games of chance while on school property or at school activities. (Playing cards are not allowed on campus.)
9. Threat or verbal abuse of school personnel.
10. Involvement in the calling in of a bomb threat to any school facility or the malicious pulling of a fire alarm at any school.
11. Any other acts which are not covered and are of such a nature as to pose a threat to the physical or mental welfare of students, teachers, and other school personnel or school facilities, or which create a disruption in the orderly operation of any phase of the school program or any of its services.

An expulsion is defined to be removal from school for a period of time ranging from a part of the school year to permanent removal. Recommendation for expulsion may result from an

## Discipline Policy

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accumulation of discipline offenses or from a single offense. If a student is recommended for expulsion, the parent/guardian will be notified by mail of the assigned hearing time, date, and location.

**The student will be assigned OSS until the hearing has been held and the Hearing Officer notifies the school as to which of the following is applicable:**

1. The student returns to school under probation.
2. The student is eligible to attend the district's alternative schooling program.
3. The recommendation for expulsion is upheld.

Students identified as having a handicapping condition will not be expelled unless a properly constituted staffing committee has determined that the behavior for which expulsion is being considered is NOT related to the handicapping condition.

The parents of an expelled student will be notified of their right to appeal, to the Board of Trustees, the decision of the Superintendent or the Hearing Officer. In any appeal, if parents plan to have an attorney with them, the Superintendent or Hearing Officer must be notified of this fact so the Board may also have legal counsel present.

The provisions of this section will not necessarily deny enrollment and attendance in adult or night schools provided the student is otherwise qualified. However, the Board may permanently expel any incorrigible student from all programs.

**Circumstances under which a student would be recommended for expulsion are as follows:**

1. Has ISS or OSS offenses that have become chronic in nature.
2. Has attempted to assault or actually assaulted students or school personnel (or their family members), either in writing, verbally, or through the use of electronic communication devices. Any student who assaults a teacher, administrator, or another student will be expelled from school and referred to law enforcement.
3. Has brought a firearm to school. Students who bring firearms of any type to school will be expelled and referred to law enforcement. Additionally, the possession, on school campuses, of other "lethal weapons" that are intended to be used to cause bodily harm will result in expulsion and referral to law enforcement. Such weapons include, but are not limited to the following: knives, blackjacks, brass knuckles, razors, etc. Possession of any object which appears to be a weapon and can thus cause fear or intimidation will be considered a violation of this section.
4. Has been guilty of possession, sale, distribution, use of, or being under the influence of drugs or alcoholic beverages – in any amount – while at school or under the administrative jurisdiction of the school whether on or off school grounds.

Suspension or expulsion recommendations in no way preclude the rights of the principal to have a student arrested when the conduct of the student violates the law or poses a threat to the property or the well-being of other students or staff members. Every expelled student will have the right to petition for re-admittance for the succeeding school year through the office of Student Services at the Central Office.

### STUDENT DISCIPLINARY ACTIONS ON ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

An extracurricular activity often entails activities of public interest, visibility, and focus of attention. Students who take part in such activities, in effect, serve as special ambassadors of the school they represent. Consequently, the behavior of those students who choose to participate in these activities draws such public interest and attention that it is unique in its capacity to elevate or diminish the School District's standing in the public mind. Strong public education programs cannot exist without strong public support.

All students participating in extracurricular activities who are charged by law enforcement authorities with criminal conduct or who engage in other acts of "gross misbehavior," e.g. (A) possession or use of controlled substances at school or at school-sponsored activities, (B) acts of disrespect to a teacher or other school authority, (C) acts of cruelty or violence either physical or emotional, (D) use of profane or vulgar language will, at the discretion of the principal, be subject to suspension and/or possible exclusion from participation in extracurricular activities.

\*The U.S. Supreme Court has ruled that random drug testing for students who participate in extracurricular activities is constitutional as long as certain procedural steps are followed.

Before taking disciplinary action, pursuant to this rule, the principal will meet and confer with the student's teacher and extracurricular sponsor(s). The principal's decision will be final unless reversed or modified on appeal to the Superintendent or the Superintendent's designee, in which event the decision of the Superintendent or the Superintendent's designee will be final.

If a student is found to be in violation of the above rule the following consequences will be applied:

**1<sup>st</sup> Offense:** The student will be suspended from all extracurricular activities for not less than 5 consecutive school days. If the offense involves use or possession of a controlled substance, the student is referred to the Keystone program and must complete the program. If, at any point, the student fails to follow all rules and regulations for attendance and participation in the program, he/she will immediately become ineligible to participate in any activity until the program is fully completed. The student's eligibility to resume participation is contingent upon his/her agreement to participate in a random controlled substance testing program for a period of not less than 6 school months.

**2<sup>nd</sup> Offense:** The student will be suspended from all extracurricular activities for the remainder of the school year. If, however, the second offense occurs with less than 9 weeks remaining in the school year, the principal may, if he/she chooses, extend the suspension period to include the first 9 weeks grading period of the ensuing school year.

**Felony Criminal Charges:** Charges of felony criminal offenses brought by law enforcement will result in immediate ineligibility from all extracurricular activities for a calendar year from the date of the charge. If a student is found not guilty of such charges, he/she will be eligible, following review by the principal, for immediate reinstatement. If a charge brought forth by law enforcement is of high and serious nature, but may not be classified as a felony, the charge may be determined, by review of the principal, to be treated as a felony for purposes of this rule.

Any violation of this rule under a court ordered penalty or performance obligation (i.e. pre-trial intervention) of some kind will render the student ineligible, as the rule should apply, until the court order has been fully satisfied.



**Notice of Decision and Right to Appeal**

Notice of a decision by the Principal to suspend or exclude will be given to the student's parent/guardian in writing. In those instances where the Principal's decision is to suspend the student from participation in activities for more than 5 consecutive school days, the notice will conclude with a final sentence that stands alone and in bold print that reads as follows:

“This decision may be appealed to the Superintendent or Superintendent’s designee within five (5) days of this decision by submitting the following request in writing addressed to Superintendent, Rock Hill Schools, P.O. Box 10072, Rock Hill, SC 29731: Please schedule at the earliest available time a hearing to review the decision of \_\_\_\_\_, Principal of \_\_\_\_\_ school, to (suspend) (exclude) my son/daughter, \_\_\_\_\_, from participating in activities.”

Nothing herein will be construed as limiting the responsibility or authority of school officials to initiate standard disciplinary processes or to take other disciplinary actions as may be deemed appropriate.

<sup>1</sup>Any student formally charged by law enforcement with criminal conduct about which school officials neither know nor are able, through their own investigative efforts, to determine the facts will be required to cease participating in extracurricular activities pending resolution of the criminal charge.

Upon resolution of the charges, the matter will be reexamined and a decision will be made regarding any further exclusion from extracurricular activities.

## SCHOOL BUS REGULATIONS

Students are not to enter buses at any time during the day. In the afternoon, buses will leave 7 minutes after school is out. All students are instructed to obey the bus driver's orders while on the bus.

Students are reminded that all rules of conduct which apply in the school also apply on the bus. Riding a state school bus is a privilege and not a right.

### MEETING THE BUS

1. Students must be on time.
2. In approaching the bus stop, if a student has to walk along the highways, he/she should always walk on the left, on the shoulder, facing traffic.
3. When crossing the highways, he/she should walk, not run.
4. Students should not run alongside the bus when the bus is moving, but should wait until it comes to a complete stop and then walk to the door.
5. Balloons and flowers are not permitted on school buses.

### ON THE BUS

1. Students should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Students must never extend arms, legs, or head out of the bus.
3. Students should not talk to the driver while the bus is in motion, except in an emergency.
4. Students must never tamper with the emergency door or any other part of the bus equipment.
5. Students must neither mar nor deface the bus, and seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
6. Only the driver or other authorized person should remove first aid equipment, which is to be used only for emergency treatment.
7. Students must not tamper with the fire extinguisher, which is to be used only by the driver in an emergency.
8. Students must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained on the bus.
9. Students must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
10. Books, lunch boxes, and other objects should not be placed in the aisle of the bus.

### LEAVING THE BUS:

#### ON THE SCHOOL GROUNDS

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.

# School Bus Regulations

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2. Students should leave in an orderly manner. Students in the front seat leave first.
3. Students must not loiter or play around the stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading.

## **ON THE TRIP HOME**

1. Students are permitted to exit the bus only at regularly designated stops. Any changes must be made at the parent's request and with approval by the school official.
2. A student who must cross the highway after exiting the bus should cross in front of the bus and wait for the bus driver or the school bus patrol to direct him/her to cross the highway. Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school. Students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school premises. Copies of these regulations are provided annually to all students. Additional copies may be obtained from the school principal or the director of the district bus transportation system.

## **BUS INTERFERENCE**

It is illegal to interfere with the operation of any school bus. Other than authorized school personnel and students, no one is to board a bus, restrict the movement of the bus in any way, or use any form of threat (physical or verbal) to the driver or any passenger. Orders issued by school bus drivers must be followed explicitly. Legal action can be taken against any person violating this law (State Law 59-67-245).

School bus drivers are not permitted to allow students to leave the bus or to be removed from the bus by anyone while in route to their assigned bus stops. Parents, therefore, can not stop the bus to remove a student prior to the student's arrival at his/her regular bus stop.

## Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

## Policy JICFA Hazing

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from hazing.

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, and parents/legal guardians.

FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of student complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent's / Guardian name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

Approximate date(s) of alleged harassment or when harassment began, if ongoing: \_\_\_\_\_

Location or situation where alleged harassment occurred, or is occurring: \_\_\_\_\_

Nature of the harassment: \_\_\_\_\_

Name and position of individual who conducted your informal consultation: \_\_\_\_\_

Other individuals in whom you have confided about the alleged sexual harassment: \_\_\_\_\_

Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment: \_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_  
Signature of complainant or  
Complainant's parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual receiving complaint

\_\_\_\_\_  
Date

## AR JIAA-R Sexual Harassment of Students

Issued 1/16

These procedures are intended to do the following:

- discourage employees and students from sexually harassing students of the district
- promote a harassment-free school environment
- remedy in a speedy manner any consequences of sexual harassment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to resolve claims of sexual harassment

### Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one time incident must be severe to rise to the level of sexual harassment.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

### Behavior Prohibited of All Employees

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

### Behavior Prohibited of All Employees and All Students

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual

harassment against any other student.

## **Obligations of Administrators/Supervisors**

### **Preventive action**

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district will make information from the U. S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR available through the personnel office.

Annually, the administrators/supervisors will attend a training session on sexual harassment which will cover the definition of sexual harassment, the district's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

### **Investigative/corrective action**

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them. Personnel will maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy JLF (Student Welfare) on reporting child abuse or neglect.



## **Obligations of All Employees and Students**

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of non-employees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to the supervisor of the non-employee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

## **Policy JIAA Sexual Harassment of Students**

Issued 1/16

Purpose: To establish the board's vision for student rights and responsibilities with regard to sexual harassment.

The district prohibits sexual harassment of students by district employees, other students, or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means that include, but are not limited to, telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under any of the following circumstances:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule [JIAA-R](#). A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation.

The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

The identity of the complainant and the facts stated in any complaint will remain confidential.

# Northwestern's 24 hour "Hotline"

Need to report an incident  
CALL 981-1210



*"All District programs are operated without discrimination on the basis of race, sex, religion, national origin or handicap in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable Civil Rights laws."*

*Persons requesting information or having questions dealing with Title IX of the Civil Rights Act or Section 504 or the Vocational Rehabilitation Act of 1973 should contact Dr. Tanya Campbell, Director of Personnel at 981-1000.*



**CARRY THE TORCH**