

# **NWHS STUDENT HANDBOOK**

WELCOME  
TO  
NORTHWEST HIGH SCHOOL

HOME OF THE VIKINGS

800 Lafayette Road  
Clarksville, TN 37042  
931-648-5675  
Fax: 648-0094

Web address: <http://northwesthigh.cmcss.net/>

School Mascot - Viking

School Colors - Green and Gold

## **MISSION STATEMENT**

THE MISSION OF NORTHWEST HIGH SCHOOL IS TO EDUCATE, ENABLE, AND ENCOURAGE ALL STUDENTS TO ATTAIN THEIR FULL POTENTIAL THROUGH A COMMITMENT TO ACADEMIC AND TECHNICAL EXCELLENCE.

## **VISION STATEMENT**

THE VISION OF NORTHWEST HIGH SCHOOL IS TO GRADUATE ALL STUDENTS COLLEGE AND CAREER READY.

## **NORTHWEST HIGH SCHOOL OPERATING PRINCIPLES**

**EXCELLENCE**  
**GROWTH**  
**ACCOUNTABILITY**  
**TRANSPARENCY**

## **NON-DISCRIMINATION STATEMENT**

It is the policy of Clarksville-Montgomery County School System (CMCSS) not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, or handicapping conditions. CMCSS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator, or employee of CMCSS, including any persons representing CMCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

## **WE BELIEVE IN SAFETY!**

### **POSTED SIGNS ON ALL SCHOOL ENTRANCE DOORS**

This building and grounds are under 24-hour surveillance.

All lockers in this school are subject to being searched.

State Law prescribes a maximum penalty of 6 years imprisonment and a fine not to exceed \$3000 (three thousand dollars) for carrying weapons on school property.

All students and visitors are subject to being searched for Drugs, Drug Paraphernalia, Dangerous Weapons, and other property not properly in their possession.

**WE ARE GLAD THAT YOU ARE A STUDENT AT NORTHWEST HIGH SCHOOL!! NORTHWEST IS A GREAT SCHOOL FOCUSED ON STUDENT ACHIEVEMENT. WE ENCOURAGE INVOLVEMENT FROM OUR PARENTS AND COMMUNITY. WE ARE VIKING STRONG!!**

## **HISTORY OF NORTHWEST HIGH SCHOOL**

Construction on Northwest High School began in 1968, and the school opened its doors to receive approximately 1,000 students in grades 10-12 in August 1970. The school was built to serve the Northwestern area of Montgomery County to accommodate a student population from the Woodlawn-Dotsonville community, New Providence district, Ringgold, and Fort Campbell areas.

The School Planning Laboratory of the University of Tennessee devised the building concept, and the architectural design was by Shaven and Company, Salina, Kansas.

Mr. Peter L. Kyriakos was appointed the first principal of Northwest, and Mr. Robert Price served as assistant principal. This administration led a staff of classroom teachers, counselors, librarians, secretaries and custodians to a dynamic beginning. The school was well represented academically and athletically throughout the entire state of Tennessee.

In 1972, the administration and faculty invited a group of educators appointed by the chairman of the Tennessee Secondary School Committee to visit Northwest High School. The visitation had a two-fold purpose. First, the committee was examining this secondary school in relation to its stated philosophy and objectives. Second, the committee sought to make recommendations, which it felt would help to improve the present educational program. From this visitation, the committee recommended Northwest High school to the Southern Association of Colleges and Schools for accreditation.

Since 1972, the school has gone through many changes. The curriculum, facilities, programs, staff, and administration have all continued to evolve and improve.

Presently, the school is under the direction of Dr. Theresa Muckleroy, principal, and three assistant principals-- Mr. Shane Smith, Mrs. Jessica Peppard, and Mrs. Brandi Blackley. The instructional staff is well prepared and assigned in their respective areas of certifications and highly qualified status.

Northwest High School stands proudly on its record of 48 years. Graduates and current students strive to succeed and represent Northwest by displaying VIKING PRIDE!

## **NORTHWEST HIGH SCHOOL PHILOSOPHY**

Education acts as a continuing process by which the individual grows and develops as the result of all forms of accumulated experience. Education, therefore, becomes a means whereby any society perpetuates, improves, and transmits its cultural heritage and way of life. Education's focus is thus the development of healthy citizens who will function effectively and constructively in society, citizens who will adjust well to changes, technological and otherwise-- and even be leaders in creating positive changes.

At Northwest High School, this educational concept implies that the experiences of the school must assist each individual toward the greatest possible development of personal potential, in terms of both mental and physical health.

Therefore, the faculty and administration together believe that we must provide the individual student with fundamentals of learning through programs and materials based upon each student's level of ability. These experiences are designed to provide opportunities to develop physical health and mental health characterized by originality, responsibility, independent thinking, and initiative within the student - and to develop respect and consideration for others as well. We further believe that as an extension of this concept, our commitment as educators involves giving attention to the individual's responsibility to make both competitive spirit and cooperative attitude function harmoniously. Consequently, the curriculum of the school should provide a foundation for understanding and appreciating various cultures, for developing strong bodies, creating competent scholarship, and for developing professional and personal skills. Furthermore, these processes should be democratic and social in nature, thus providing the student with the necessary skills and values for positive participation involved in cooperative living as required within a world, which is fast becoming a global community.

In conclusion, Northwest High School believes that its curriculum should continually discover and utilize the experiences, which will most effectively serve its own students within their homes in this changing community. Also, in recognition of education as a continual process, the educators of Northwest feel that we strengthen our school by student preparation through education; for these are the citizens who are destined to become future builders of this school and community, and the builders of other schools and communities as well.

### **NORTHWEST HIGH SCHOOL BELIEFS**

1. The school should provide a safe environment for all students and faculty.
2. Commitment and involvement of parents, staff and community in the educational process are essential for meeting students' needs.
3. The school should provide a working environment that will foster mutual respect and promote excellence in performance, while developing independent thinking and initiative within the student.
4. The school should assist each individual toward the greatest possible development of personal potential.
5. Education is a continuous lifelong process.
6. The school should provide an environment in which students learn to cooperate and work well with others.
7. The school should develop student abilities and skills through a diverse and challenging curriculum, which addresses all levels.
8. Educators should model ethical and moral characteristics while providing guidance and support.

## Communication Information

### CONTACT WITH TEACHERS

Parent-Teacher Conference days are scheduled after the first grading period. If at any other time during the year a parent wishes to meet with a teacher(s), please call the guidance office 648-5675 to set up that appointment. Conferences are scheduled on weekdays at 2:30 P.M. or during a teacher's planning period with a minimum of one-day advance notice. Teachers may also be reached by email, and parents are encouraged to use this resource. Each teacher has an email address in the format of: **firstname.lastname@cmcss.net**. (ex. susie.smith@cmcss.net) The faculty is listed with the email address of each on the CMCSS.net website at the Northwest High School link. Additionally, if you are on PowerSchool, you may click on the teacher's name and be directed to their email.

### CONTACT WITH PARENTS

Students and parents are responsible for providing the main office with the correct addresses, email and phone numbers. The school cannot be responsible for notification that does not reach a parent, because of failure to provide correct information. Each student MUST have an emergency information card completed and on file in the main office. The card must contain an updated emergency contact phone number at all times for at least one parent/guardian.

### VISITORS

Students are not to bring visitors to school, unless an administrator has given specific permission. Students enrolled in another school are not permitted to visit NWHS during school hours. NWHS students are not to bring younger members of their family to school. Visitors can cause a disruption in the educational process; therefore, they are not generally permitted in the classroom. Any visitor who does come to Northwest High School must report to the office and receive proper clearance and obtain a visitor's pass. Visitors who are not in compliance with this policy may be subject to criminal trespass charges.

## Attendance Information

### ATTENDANCE POLICY

#### **ATTENDING SCHOOL EVERY DAY IS THE MOST IMPORTANT THING YOU CAN DO TO BE SUCCESSFUL AT NORTHWEST HIGH SCHOOL.**

The following information is intended to be helpful to both student and parent or guardian. Please read this together carefully and refer your questions to a teacher or an administrator.

NOTE: The attendance policy applies to all students K-12. Suspensions are counted as absences.

The Compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children (ages 6-17 inclusive) to attend school each day. A student who has been absent five (5) days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court for as few as 5 absences (TCA-49-6-3007).

The following are “official/adequate excuses” that should be turned in to the attendance secretary in the school office:

- medical note (doctor, dentist, hospital, etc.)

- court note

- funeral notice (newspaper/program from the funeral home)

- military deployment paperwork-for military dependents, TN Law (TCA 49-6-3019) allows the following for out of country deployments:

  - 1 excused absence when the parent leaves for deployment

  - 1 excused absence when the parent returns at the end of deployment

  - Up to 10 days excused absences when the parent is home from the deployment for Rest and Recuperation

  - Up to 5 consecutive days of excused absences when the parent deployment is less than 12 months

  - Military paperwork/documentation MUST be provided to the school for these to be excused.**

Student absences for sickness not requiring a doctor's visit will be excused up to five (5) days per school year, if a parent note is submitted. To be excused, notes must be provided by the parent or legal guardian, and received by the school within five (5) school days of the absence.

For high school and middle school classes, an absence per class is defined as missing 10 or more minutes of the class period. Upon the first day of returning to school, it is the student's responsibility to make contact with the teacher(s)

regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence. A grade of "0" shall be entered into the teacher's grade book for any missing work until the assignments have been completed and turned in. In addition to attendance requirements in each class, the attendance secretary will notify parents by mail after a student has missed (5) five days of school. A copy of the letter and the date sent will be placed in a file for future reference. An attendance supervisor from the Central Office will meet with the student and encourage improvement in daily attendance. Further absences will result in the student and parents appearing in Truancy Court.

1. **Written reasons for absences and dismissals are required upon return to school.** Parent notes should contain the following information:
  - a. Complete name of student (first, middle and last name)
  - b. Dates absent or to be dismissed
  - c. Reason for absence or dismissal
  - d. Parents' or guardians' phone number (home and work)
  - e. Students grade level (9, 10, 11, 12)
  - f. Correct signature of parent or guardian (Parent/Guardian may be contacted to verify the absence.)

2. **Students should IMMEDIATELY take absentee notes to the FRONT OFFICE upon return to school.**

**Students must be in attendance the entire school day to participate in extra-curricular activities unless permission is obtained from an administrator.**

3. Early dismissal notes must be presented to the office before 7:30 a.m. These notes will be verified.  
If a parent comes to dismiss a student, it is the student's responsibility to see that the parent comes to the main office to dismiss him/her. No one will be dismissed by phone. **No eighteen (18) year old student will be permitted to sign him or herself out.**

4. **TARDIES**--A student who is late to school (arrival after the 7:30 bell) will go to class and receive a tardy. At 7:40, a student reports to the office to sign in. This is an absence.

**REMINDER: A TARDY IS DEFINED AS NOT BEING IN CLASS WHEN THE BELL RINGS.** After 10 minutes, students will be counted absent. Students may not leave the room during class, except in cases deemed an emergency by the teacher.

## TARDINESS

Students are expected to be in their first period as well as all classes throughout the day before the bell sounds. If a student is late to school, but arrives before 7:40, he/she must go to class and receive a tardy. Classroom teachers will keep track of a student's tardiness to class. After the third time a teacher has recorded the student tardy, the student will be referred to the appropriate assistant principal for disciplinary action. Each additional tardy will result in more severe disciplinary action. Tardies are cumulative per semester. Teachers may impose other behavior modifications prior to submitting the tardy referral.

## EARLY ARRIVAL

The school will not be open to students until 7:10 a.m., unless you are with a parent or a teacher, coach, or sponsor. **Students, who arrive before 7:10, should remain outside in front of the office under the awnings. Students are not permitted in the building before 7:10 a.m.**

## EARLY DISMISSAL

Students are discouraged from leaving school before 2:25 for appointments, which can be scheduled at another time. If early dismissal is necessary, students must present a note from a parent/guardian to the main office before 7:25 stating the student is to be dismissed. The note should contain the student's full name, grade, reason for dismissal, time of return, date, telephone number where parent can be reached and parent signature. If contact with a parent/guardian is unsuccessful, the dismissal will not be approved. Students whose notes are verified will find their name on the announcement sheet. If an early dismissal note was submitted to the office and the student's name does not appear on the announcement sheet, check with the office to determine why the dismissal was not approved. Every effort should be made to leave and return during class breaks. If returning to school, the student must sign in at the main office. Parents needing to pick up a student before the end of school should report to the main office to sign the student out. Identification will be required. Phone dismissals will not be allowed.

## EARLY DISMISSAL-ILLNESS

If a student becomes sick at school, he should ask the teacher for permission to go to the nurse, where it will be determined if the student's parents should be called. It is the student's responsibility to see that parents come into the office to sign the student out properly. The student should also try to notify his other teachers if he/she is leaving. Under no circumstances should a sick student remain in a restroom without notifying a teacher or administrator.



## MAKE-UP WORK

All make-up work will be handled according to board policy. The policy may be accessed on the [www.cmcss.net](http://www.cmcss.net) web site. Make-up work should be completed as soon as possible. This work must be completed within an equal number of days commensurate with the number of consecutive days of absences. Work missed due to suspensions will be allowed to be made up.

If a student does not appear for a make-up appointment, the teacher has no further responsibility to schedule that make-up work a second time and a grade of zero may be recorded for the make-up work not completed at the missed appointment.

## DRIVERS LICENSES

According to State Department of Transportation, the following is stated and will be adhered to:

**Students requesting/maintaining a valid driver's license must:**

- **pass three courses per semester (Must present most recent report card.)**
- **not be absent more than 10 consecutive or 15 cumulative days per semester**

**(Students not in compliance with T.C.A. 49-6-3017 will have driver's license suspended or denied pursuant to T.C.A. 55-50-502)**

Written certification for a driver's license or permit will be made in the front office. Please allow 24-hour processing time.

## Emergency Procedures

### EMERGENCY CLOSING OF SCHOOLS

Whenever weather or some other circumstance forces school to close early, announcements will be made on local news and radio stations as soon as the decision is made by the Director of Schools. You may check the [www.cmcss.net](http://www.cmcss.net) web site or phone **358-2006** for the School Closing/Bus Changes Hotline. Buses will make their routine trips--their first pickup in the afternoon would be their first pickup in an emergency. Parents are encouraged to listen for radio announcements whenever threatening weather prevails. Students should take their normal transportation home, if possible.

## SNOW DAYS

The Director of Schools makes decisions about the dismissal or cancellation of school for bad weather based on road safety factors. Local radio stations and Nashville/Hopkinsville television stations are notified as soon as the decision is made. School closing information may be obtained by calling the School Closing / Bus Changes Hotline @ **358-2006** or by visiting [www.cmcss.net](http://www.cmcss.net). Occasionally school personnel decide to open school an hour or two late for road safety reasons. When this occurs, the regular schedule will be followed with shortened class periods. Buses often use snow routes after inclement weather. Ask your bus driver what snow route will be used.

## FIRE DRILLS/TORNADO DRILLS/INTRUDER DRILLS

State law requires that schools periodically conduct fire drills, tornado drills and intruder drills. Students and faculty should regard any alarm as serious and respond accordingly. When the tornado alarm sounds, students are to move quietly and in an orderly manner to the designated area, which the teacher will specify and assume the tornado position. When an intruder drill occurs, students are to move quietly and in an orderly manner to the designated area. During a fire alarm students should leave the building quickly and quietly, group with their class in the designated area, and remain outside until the return signal is given. The teacher will take roll.

## MEDICATIONS

ALL medications must be safely stored and dispensed in the **nurse's office**. See the nurse for the appropriate form. A physician and parent/guardian must fill out forms for prescription drugs, before medication will be administered at school. During the administration of medications, the date, time and amount of medication dispensed will be recorded. Prescription drugs are not to be transported to or from school by students. Over the counter medications (OTC) are kept in nurse's office. The parent/guardian must give written consent that allows the student to self-administer the OTC medication on Health Services Form HEA-F061. The parent must bring the medication to school in an unopened labeled container showing ingredients, dosing directions, and dosing schedule. Students should never have OTC or prescription medications on their person.

## TELEPHONE

Telephone usage is limited to emergency use only. Students must have a pass from their teacher to come to the office and must sign in on the telephone log sheet. Talk time is limited to 2 minutes. There will be **NO** phone dismissals.

### Northwest High School Policies

#### **AUTOMOBILES AND PARKING**

NWHS students are permitted to drive on campus provided they observe proper safety precautions and purchase parking permits. Parking permits are available all year from the ASG. The cost of the permit is \$10.00. The registration is to assure proper identification of vehicles, which should be on campus and for student and vehicular security. Car registration, proof of insurance, and driver's license is required prior to receiving permit to park. There will be no reserved parking spaces.

#### **Students driving to school must be aware of the following rules and regulations:**

1. All students will enter the parking lot via the gate by the Esau Lathon athletic stadium and follow the arrows. The back gate (Appleton) will be opened for exiting vehicles at the end of school.
2. Parking along yellow curbing or handicap areas could result in a citation, a discipline referral, and suspension of driving privileges on campus.
3. Park in the spaces provided and park between the lines. Parking any other place could result in the loss of parking privilege.
4. No student is to park in the designated teacher parking lots.
5. No student is to park in the front parking lot for any reason.
6. Speed limit on campus is 10 MPH as posted by the city.
7. All parking decals must be displayed in the FRONT window of the vehicle.
8. No student is to be in the parking lot at any time except to park their vehicle and return to their vehicle at the end of the school day. Parking any other place may result in revocation of the parking permit.
9. Students should not drive through the bus loading area and they must yield to traffic coming from that area when leaving campus.
10. Students who drive to school or ride with others must not stay in cars in the parking lot. Upon arrival students are to proceed directly to the building.

11. Failure to follow these rules/regulations may result in loss of driving privileges to NWHS.

**Northwest High School is not responsible for any damage or theft incurred on campus.**

The School Resource Officer (SRO) will frequently walk the parking lot checking for valid parking decals, parking between the lines, etc. Any suspicious items observed will be investigated thoroughly; therefore, students should be aware that vehicles parked on campus are subject to search with reasonable suspicion. **The driver will be held responsible for anything found within the automobile.**

### **BUS REGULATIONS**

Bus transportation is provided to students who live more than one mile from the school campus. **Students should consider bus transportation a privilege, not a right.** Students are not permitted to ride buses to which they have not been assigned. Information concerning bus routes may be obtained by calling the Clarksville-Montgomery County School System Transportation office.

**The following rules are necessary for the safety and welfare of students and must be observed at all times. The students are to:**

1. Conduct yourselves as ladies and gentlemen at all times.
2. Be on time for the bus. Bus drivers cannot wait on you.
3. Obey the bus driver's instructions promptly.
4. Take a seat on the bus promptly without disturbing other passengers. Remain seated while the bus is moving. (The driver may assign seats as he/she chooses.)
5. Refrain from loud talking, laughter or unnecessary confusion that may divert the bus driver's attention and cause an accident.
6. Food, drink, or gum is not allowed.
7. Keep feet out of the seats and off walls of the bus.
8. Tobacco products will not be consumed/possessed on the bus.
9. Remain in seats while the bus is moving.
10. Keep hands, arms, head or other parts of the body out of the window.
11. Refrain from throwing items in the bus or out of the bus windows.
12. Do not run in the area around the bus.

### **CAFETERIA**

The cafeteria, in addition to being a lunchroom, also provides the opportunity for developing good social relations. Breakfast and lunch are available in the school cafeteria each full day of school. At the time of print, meal prices are as follows:

<b>Student high school breakfast –</b>	<b>\$1.15 ~ reduced .30</b>
<b>Student high school lunch –</b>	<b>\$2.85 ~ reduced .40</b>

Meals may be paid each day or students may pay for meals days or weeks in advance. **NO MEALS MAY BE CHARGED.** Students are assigned a six-digit code, which they must use when accessing their account and all purchases are managed by a computer system that includes a photo ID of the student.

Every student is expected to practice the general rules of good manners, which should exist in every home. Some simple rules of courteous behavior, which will make the cafeteria a pleasant place, are as follows:

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Dispose of all trash in exit areas of cafeteria.
4. Students are to remain in the cafeteria during lunchtime.
5. Follow the directions of the lunchroom supervisors.

Five different types of food lines will be available each day:

**1) plate lunch 2) pizza line 3) a la carte 4) specialty bars.**

All students will have an assigned lunch period and will be required to eat lunch in the cafeteria whether they purchase a school lunch or bring it from home. Students are required to remain in the cafeteria for the entire lunch period. Failure to remain in the cafeteria may result in a SKIPPING charge.

**THE ONLY DRINK ALLOWED OUTSIDE OF THE CAFETERIA DURING THE SCHOOL DAY IS WATER. NO FOOD OR SNACKS ARE ALLOWED OUTSIDE OF THE CAFETERIA DURING THE SCHOOL DAY.**

## **BEHAVIOR AND DISCIPLINE**

The Clarksville-Montgomery County School System has adopted a Code of Student Conduct, in compliance with Tennessee Code Annotated, Sections 49-6-4001 through 49-6-4006.

The Code of Student Conduct is found online at [www.cmcss.net](http://www.cmcss.net). Each student will be responsible for the information contained within the STUDENT CONDUCT, RIGHTS, RESPONSIBILITIES, RULES, DUE PROCESS HANDBOOK. Disciplinary actions taken by administrators will comply with the regulations set forth in the code.

Whenever a student is found to be guilty of a violation of the Clarksville-Montgomery County School System Administrative Policy - STUDENT

CONDUCT, the principal will, in addition to issuing appropriate discipline, assign points for the offense. A file will be maintained on each student visiting a principal's office for disciplinary reasons.

**It is quite possible to stay at Northwest High School and NEVER visit a principal for disciplinary reasons. Students are rewarded at the end of each semester for good behavior.**

## **DETENTION**

Teachers may assign students to classroom detention before or after school. Students are responsible for arranging their transportation. A minimum of one-day advance notice will be provided to all students assigned detention for arrangement of transportation. Refusal to attend teacher detention is considered disobedience, which will be referred to the appropriate Assistant Principal for further disciplinary action.

The appropriate assistant principal may also assign administrative detention, when behavior warrants.

Students are expected to conduct themselves appropriately. Infractions and misconduct will be dealt with according to the guidelines as set forth in the Student Conduct Handbook provided to each student and parent via [www.cmcss.net](http://www.cmcss.net).

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Clarksville-Montgomery School Board Policy prohibits radios, mp3/CD players, PSPs, cell phones, or any electrical devices during school hours.

Teachers are to confiscate the device, and place the student's name on the article and give it to the front office to be secured.

Discipline measures will be followed by the guidelines in the Code of Conduct. The administration will not be responsible for lost or stolen items.

**Once a student enters the building, cell phones are not permitted to be seen or heard. Consequences are as follows:**

- 1<sup>st</sup> offense-Not to exceed detention/phone confiscated**
- 2<sup>nd</sup> offense-Not to exceed ISS/phone confiscated**
- 3<sup>rd</sup> offense-Not to exceed suspension/phone confiscated**
- 4<sup>th</sup> offense-possible remandment to Alternative School**

## **DRESS CODE**

All students are expected to follow the dress code found in the CMCSS Student Code of Conduct Handbook. **NOTE: Individual schools will assume responsibility for determining compliance with the dress code for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.**

## **HARASSMENT, INTIMIDATION, HAZING, AND BULLYING**

CMCSS prohibits acts of harassment, intimidation, hazing, and bullying. A safe and courteous environment is necessary for students to learn and achieve. For the complete CMCSS policy, please refer to the CMCSS Student Code of Conduct.

## **RESPECT FOR PROPERTY**

Students are expected to have respect for the property of others and the right of each individual to the free use of his own possessions. Damaging property, whether personal or school property, is violating the rights of others. Students are not to sit on tables or desktops, nor to lean back in chairs, put feet in chairs, on walls or other inappropriate places. It is expected that all damage, even though it be accidental, will be acknowledged by the person involved and amends made insofar as possible. Deliberate damage or theft of school or personal property will be considered a serious offense and dealt with accordingly.

## **SUBSTITUTE TEACHERS**

When substitute teachers are conducting classes, students are expected to be especially courteous and cooperative. All standard rules and regulations apply to student behavior when a substitute teacher is in charge.

## **TEXTBOOKS AND/OR COMPUTERS**

Textbooks and/or computers are required for school. Textbooks and/or computers are loaned to students for the duration of the school year. The student is responsible for textbooks and/or computers that are misused, lost, or damaged. The student must make restitution. Books and/or computers must be paid for before transcripts or records will be sent. Students should deliver money for textbook and/or computer damage or loss to the bookkeeper located in the main office.

## **Miscellaneous Procedures**

### **ANNOUNCEMENTS**

School and student-related announcements will be publicized on the daily announcement sheet. Announcements must be written and turned into the office by 2:30 p.m. prior to the day the announcement is to be made. Approval by the principal is a prerequisite for any and all announcements read on the intercom. Announcements from student organizations must bear the signature of the faculty sponsor. Announcements are also made daily on the TV by our Northwest News team.

### **ASSEMBLIES**

As an audience, students at Northwest High have been rated by visiting speakers and performers as the best in the entire area. This is a reputation to be proud of and to maintain. All students are to remain quiet and attentive, while any speaker is addressing the group. Anyone who is on stage, whether a guest of the school, a member of the student body, or a faculty member, must be treated with courtesy and respect. All students are expected to stand while the national anthem or alma mater is being played or sung and during the Pledge of Allegiance to the flag.

Students are to move directly to the area designated for assemblies, when the signal is given and to be seated promptly in assigned seat. All programs scheduled during the day are a part of the regular curriculum of the school, and all students are to attend.

During special assemblies, students will sit with their homeroom teacher in a designated area, and roll will be checked. The homeroom teachers of the assigned areas will advise students.

### **HALL PASSES**

Students are expected to remain in the classroom during the entire instruction period. Students are not to go to their lockers or the restroom during class time. Students are to go to their lockers and use the restroom during the five-minute break. If a medical situation exists which necessitates frequent restroom visits, a signed note from a physician will be requested.

Hall passes are required when a student is going to the library, making an emergency restroom visit, or going to an administrator's office. Students in the hallways without a pass will be charged with skipping, and the appropriate disciplinary measures will be followed.



## INSURANCE

Student accident insurance will be offered at the beginning of the school year. You may purchase in-school day coverage or 24-hour coverage. Applications and pricing information are available through the student's first period teacher.

## LIBRARY

The librarians want students to use the library extensively. Both librarians are willing to help students find what they need.

Library hours are:

**Mon/Tues/Thurs/Fri 7:10 to 3:30 ~ Wed 7:10 to 2:30**

Parents wishing to access their child's progress on our Internet system may do so from our library computers. Hours can be adjusted with prior notification. Students are required to have a pass to the library, whenever they are coming during instruction time. Students may check out material from the library for a two-week period. So that all students have fair access to library material, please return items as soon as possible. Library instruction is given to students through their English classes.

General library policies:

1. All materials leaving the library are to be checked out regardless of the length of time they are to be used.
2. Fines for overdue books (after the two-week checkout period) will be assessed.
3. All fines must be paid and/or reimbursement made for lost or damaged material before final grades will be given.
4. All materials should be returned to the circulation desk for reshelving.

Library conduct:

1. A quiet atmosphere is to be maintained in the library.
2. Chairs should not be rearranged.
3. No food or soft drinks are to be brought into the library.
4. Please be respectful of material in the library. It is for everyone's use.
5. Internet use will be monitored.

## **LOCKERS**

Each student will be assigned a locker with a combination lock at the beginning of the school year. No lockers will be shared at NWHS. Students who have difficulty with lockers should contact their advisory teacher who will in turn notify the assistant principal responsible for lockers.

Students should not share their locker combination with other students in order to maintain security.

**All lockers are the property of the Clarksville-Montgomery County School System and are subject to search.**

## **LOST AND FOUND**

Students should take items, which have been found on campus to the main office. Students who have lost items should check the main office and notify office personnel. Lost and found items, which remain in the main office at the end of school, will not be retained until the next year.

## **PROCEDURES FOR CLEARING DEBTS**

If you owe a debt to this school, you must take the following steps in insure that your records in guidance are cleared and that you are able to receive books from each of your teachers.

1. Pay the delinquent amount to the bookkeeper in the main office. She will issue a receipt indicating that your debts are cleared.
2. Present this receipt at the guidance office to insure that your transcript and other records are not tagged.
3. Take the receipt with you to each of your teachers as verification that your debt has been paid. Your teachers are then able to issue your books to you.
4. Keep this receipt with your other school records.

It is your responsibility to clear your records. The bookkeeper is not responsible for notifying your teachers and your teachers are not responsible for checking with the bookkeeper. Report cards will be held each grading period until debts are satisfied.

## **SCHOOL RESOURCE OFFICER**

Every middle and high school in Clarksville-Montgomery County School System has a S.R.O. assigned to the building by the Sheriff's Department. These officers serve in a liaison role to facilitate in the safety of our students and the school campus.

## **YEARBOOKS**

During the fall of the year, announcements are made concerning ordering yearbooks. A deposit is required if a student wishes to order the yearbook. Yearbooks usually arrive in late spring. Students who have paid their deposit and ordered their annual will pay the balance of the cost and receive their yearbooks. Students are encouraged to make the deposit and order their yearbooks in the fall because extra yearbooks are not ordered and will not be readily available.

### **Guidance Information**

## **SCHOOL COUNSELORS**

The guidance department is designed to serve students. Guidance personnel help students with their schedules, counsel students on grades and attendance, assure graduation requirements are being met, and counsel students with personal matters. Students who need to meet with counselors at times other than designated help sessions should make their appointments before school, during homeroom, or after school.

The guidance office is open to serve you from 7:15 until 2:30 each school day. Please feel free to call and ask questions or set up an appointment to meet with the appropriate counselor. The counselors for the 2018 - 2019 school year are:

9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> grade (Last Name A to K)	Mrs. Crystal West
9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> grade (Last Name L to Z)	Mrs. Karen Stasiorowski
12 <sup>th</sup> grade	Mrs. Michelle Willis
Health Science Academy (9 <sup>th</sup> – 12 <sup>th</sup> )	Mrs. Reenesha Wright

## EDUCATIONAL PLAN

All students are required to have a six-year educational plan on file in the guidance office. No student may graduate without the required credits, and this plan ensures the student and his/her parents/guardians along with the guidance counselors are planning properly to meet those requirements. The plan should be completed before a student begins high school and should be used each year to select the classes a student needs to meet graduation requirements.

## CREDITS

One-half unit is awarded for successful completion of one semester of each course. Students must earn a grade of 70% or above and meet the Board of Education attendance policy of 90% attendance to receive credit.

## CLASSIFICATION OF STUDENTS

The State of Tennessee has very rigorous graduation requirements. High school students must meet the requirement of **22 Credits to graduate**.

The following earned credits are required for classification for **students entering high school in 2009 or later**:

**5 credits and 1 year of high school to be classified 10th grade**  
**10 credits and 2 years of high school to be classified 11th grade**  
**16 credits and 3 years of high school to be classified 12th grade**

Students are reclassified only at the beginning of **fall** semester.

## GRADUATION AND DIPLOMA REQUIREMENTS

Specific information concerning graduation and diploma requirements and courses available may be found in the CMCSS Academic Catalog for Northwest High School on the NWHS web address.

## GRADE POINT AVERAGE

Senior rank is calculated after seven semesters. The rank in class will be determined from the cumulative numerical percent average. Final semester

grades are posted to the student's transcript. An official transcript will be sent to colleges, employers, technical schools, insurance companies, etc. upon the student's request.

Class rank will be assigned as follows:

1. Distinguished Honors / Highest Honors Diploma
2. Honors Diploma
3. Regular Diploma
4. All others

## GRADES

The Clarksville-Montgomery County School System uses a numerical grading system for reporting student progress to parents. A grade of 70 and above is considered passing. A grade of 69 and below is failing.

93-100	A	Outstanding
85-92	B	Above Average
75-84	C	Average
70-74	D	Below Average
0-69	F	Unacceptable

## REPORT OF GRADES

Computer generated grade and attendance reports are issued the fifth school day following the end of each nine-week period. Students are to take the grade/attendance report home and share it with the parents/guardians. There is no need to return the report. The report will include grades and attendance from the previous grading period(s). Any student who is absent on the day grade reports are issued should ask his/her first period teacher for the report upon returning to school. It is extremely important for parents to keep up with the student's grade each grading period.

At the end of each semester, the report card will show the final semester grade. Students earn 1/2 credit per semester for each course passed with 70 percent or better score and satisfactory attendance. **PowerSchool is available via the Internet to parents for continual monitoring of grades and attendance. Parents' passwords are available by contacting the NWHS main office.**

Comprehensive semester examinations will be given in all courses at the end of each semester.

For all courses first semester, nine weeks grades will count 40% each and semester exam will count 20% of the semester grade. Credit in a particular course will be determined by the **final** semester grade.

Second semester grades are computed like first semester **except** for courses with a State End of Course Test. For these classes, each nine weeks will count 30%, semester exam 15%, and EOC test will count 25%. **THIS MEANS THAT TWO TESTS WILL COUNT ALMOST HALF OF YOUR SEMESTER GRADE.**

## STANDARDIZED TESTS

Standardized testing is used as a means of evaluating a student's ability and performance. All Northwest students are required to take the following tests:

- Benchmark or District Common Assessment Tests – given two to three times during the year in selected courses to assess each student's progress toward meeting TNReady Assessment objectives.
- State TNReady Exams –Biology, English I, English II, Algebra I, Geometry, Algebra II, US History
- ACT – 11<sup>th</sup> grade
- AP – Advanced Placement courses testing in May (for students enrolled in AP courses)
- 

Other tests available for students who choose to take them are as follows:

1. Preliminary Scholastic Aptitude Test (PSAT) 10<sup>th</sup>, 11<sup>th</sup> November
2. Armed Services Vocational Aptitude Battery (ASVAB) 11<sup>th</sup>, 12<sup>th</sup> December
3. CTE Certification Tests

Students are also encouraged to take additional college entrance tests. These standardized tests are given locally. Listen for announcements concerning testing dates and locations for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). Both are given on Saturdays to students who register and pay in advance for them.

## ADVANCED PLACEMENT COURSES

Classes designated Advanced Placement (AP) are taught on a college level and are designed to prepare students to take Advanced Placement Tests which permit

students to receive college credit from many schools, provided that the exam scores made meet minimum requirements established by the individual colleges.

Information about these courses may be obtained from the teacher of the class or a guidance counselor. Teacher approval is necessary for participation in this program. **ONCE A STUDENT IS ENROLLED IN AN AP CLASS, HE/SHE MAY NOT DROP THE CLASS FOR ANY REASON.**

**Students enrolled in these classes MUST take AP tests at NWHS during the second and third week of May.** The required fee is refunded to the student by the school system if an exam score of 3 or higher is made.

## ACADEMIC AWARDS PROGRAM

This program held each spring honors Clarksville-Montgomery County high school students, who for three years have maintained a 93.0 (grades will not be rounded up) overall semester average and no grade below 85 from the previous two semesters (spring and fall) in a Clarksville-Montgomery County High School. Tenth and eleventh grade students, who meet the criteria, will be honored at their respective individual high schools.

### Extra Curricular Opportunities

## CLUBS AND ORGANIZATIONS

Junior Civitan of America  
Associated Student Government  
Business Prof. of America  
Key Club  
Viking Conqueror (newspaper)  
FCCLA  
National Honor Society  
Class representatives & officers  
Future Teachers of America  
Future Farmers of America  
Friends of the Library  
Fellowship of Christian Athletes  
Color Guard  
Marching Band

Art Club  
JROTC Drill Team  
JROTC Rifle Team  
Beta Club  
Mainstream (show choir)  
Spanish Club  
Drama Club  
Jazz Band  
Math Team

Concert Choir  
Valhalla (yearbook staff)  
Science Olympiad  
International Thespian Society  
Broadcast Journalism (Northwest Review)  
Mu Alpha Theta (Math National Honor Society)  
National Technical Honor Society  
National Science Honor Society  
National Spanish Honor Society

German Club  
Chem Club  
Theater Guild  
Aria Choir  
NWHHS Art Alliance  
Skills USA  
Student 2 Student  
WestEnd Advertising  
Virtual Enterprise

## AFTER SCHOOL ACTIVITIES

**No student is to remain at the school building after 2:30 bell, unless under the direct supervision of a teacher, coach or sponsor. Students enrolled in sports' activities with after school practice should not wander the halls and must report directly to the practice area.**

## STUDENT GOVERNMENT

As an organization of Northwest High School, the purpose of the Associated Student Government shall be to teach citizenship through practice, to develop in the student's self-discipline and social responsibility, to assist with the extra-curricular activities of the student body, and to maintain and develop school spirit. See Mrs. Walker or any ASG officer or representative for more information.

## NATIONAL HONOR SOCIETY

Eligibility requirements for the National Honor Society include a 3.4 grade point average and demonstrated qualities of character, leadership, and service. Selection and induction are conducted during the fall of the year. Only juniors and seniors are considered for membership.

After first semester grades are recorded, juniors and seniors who have a 3.4 GPA or higher may apply for membership. They then complete a student activity form giving evidence of their leadership and service in the community and school. Completion of this form does not guarantee selection.

The entire faculty and administration give input on students based on classroom performance, behavior, and attitude. Scholarship, character, leadership, and service are additional qualities addressed.

A faculty council composed of five faculty members appointed by the principal then evaluates each student based on the student activity forms and faculty input.



The faculty council makes the final decision concerning invitation to membership into the National Honor Society. Selected students are then inducted into the National Honor Society. The Northwest National Honor Society is a school and community service organization promoting academic excellence.

## ATHLETIC PROGRAMS

Students are encouraged to participate in or be a spectator of athletics as enrichment to their education. Athletics foster character development, integrity, sportsmanship, and teamwork.

Step Team	Pom Squad
Cheerleading	Volleyball
Soccer	Football
Track & Field	Cross Country
Wrestling	Basketball
Baseball	Softball
Golf	Tennis

## ATHLETIC ELIGIBILITY

### **TSSAA Academic Rules:**

Section 1. To be eligible to participate in athletic contests during any school year:

- (a) The student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year. Students who are ineligible first semester may gain eligibility second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent.

If a student is forced to withdraw from school, or is prevented from enrolling in school, due to illness or accident to the student, the principal may submit to the Executive Director full details concerning the illness or accident and request a ruling in regard to the student's eligibility, provided the student was eligible at the time the illness or accident forced the student to withdraw or prevent the student from enrolling in school. If ruled eligible, such a student shall be charged with a semester of

attendance for athletic purposes for the semester of non-attendance or withdrawal.

A student who returns to a member school after attendance at a school of correction or alternative school may be eligible for athletic participation provided the school of correction or alternative school is accredited by the Tennessee State Department of Education and provided the student returns to the school attended before entering the school of correction. Any student assigned by the juvenile court to Tennessee Preparatory School shall be eligible for athletic competition upon entering. After one full semester, the student must meet all eligibility standards to continue his/her eligibility.

(b) Students shall be regularly enrolled, in regular attendance, and carrying at least five full courses. A student shall be considered as regularly enrolled after the student has attended for three days, has engaged in three or more days of football, girls volleyball, cross country, golf or girls soccer practice during the period on or after August 1, or has participated in an athletic contest in any sport.

Section 2. For athletic purposes the scholastic record filed in the office of the principal or superintendent at the end of a semester shall be final. Credits earned in a summer school accredited by the State Department of Education shall be recognized for eligibility purposes provided the student was enrolled during the spring semester immediately preceding the summer session and attended at least 40 days of that spring semester.

Section 3. A student who drops out of school before the end of the semester shall be ineligible to participate in secondary school athletics until the student has been in school a semester and has a passing grade in at least five full unit subjects. (To become eligible under this regulation, a student must attend school for at least 40 days of the semester, but in no case shall the eligibility become effective until the beginning of the succeeding semester.)

## QUESTIONS

Please contact the office of NWHS (931-648-5675) with any further questions. We are going to have an EXCELLENT year!