



Northwest Junior High School

Student Handbook

2021-2022

ICCSA COVID Provision

Students and parents must be mindful of the novel coronavirus (COVID-19) will likely be present in the community during the school year. There are various provisions in this handbook which are pertinent to that, including Health Services, Illness, Student Conduct, and Wellness.

The District will be alert for signs that students may have contracted the virus, but the student and parents must be vigilant. Any student who shows symptoms should be promptly tested and self-quarantined if necessary. If a student has close contact with someone who has tested positive they should self-quarantine. Students who test positive for COVID-19 will not be allowed to attend school or participate in extra-curricular activities until they no longer test positive.

The latest guidance from the CDC (Center for Disease Control) and the Iowa Department of Public Health regarding measures to control spread of the virus should be followed. The District has policies and procedures based upon those and upon guidance from the Iowa Department of Education. Those may be revised from time to time, and changes that may affect students and their families will be announced to the public.

School Hours

Classes begin each day promptly at 8:50 am. The school day ends at 4:00 p.m. on Monday, Tuesday, Wednesday and Fridays. On Thursday and other designated early release days, school ends at 3:00 p.m. Students have limited access to the building prior to 8:35 am. Students are to leave the building by 4:10 p.m. unless they are meeting with a teacher or are involved in a supervised after-school activity. On Thursday, students must be out of the building by 3:10 p.m.

Backpacks/Book Bags

Backpacks are allowed in classrooms in order to transport Chromebooks, binders, and class materials. Students are expected to keep their backpacks orderly and out of the way of classroom traffic. Periodically we will have backpack and binder clean out times. Students will have limited access to their lockers during class time due to the fact that they should be able to carry all supplies with them.

Chromebooks

All students will be issued a Chromebook for academic use. Students must follow all guidelines and requirements for care and use of Chromebooks. Chromebook privileges may be revoked if policies are not followed. Students who do not bring their Chromebook to school will NOT be issued a loaner, rather, teachers will provide paper copies of required work. Students may use charging stations in the library or study hall/cafeteria to charge their Chromebooks. If a teacher requires an online-only test, they will provide a Chromebook from their classroom for that purpose.

Lockers

Lockers with combination locks are provided to students for the express purpose of storing coats, boots, books, and other school supplies. The students shall be responsible for the contents and for the care of the locker. The lockers are the property of the Iowa City Community School District. General locker inspections may be conducted in accordance with Iowa law. Searches by school authorities may be conducted when it is believed the student is concealing evidence in violation of school policy or regulation when there is reasonable and articulable suspicion and the search is reasonably related to the basis for the search. Students may be charged for locker damages incurred to lockers during the time

that they are assigned to a locker. Students are not to divulge their combination to other students or share lockers. Students are not allowed to place personal padlocks on the lockers or purposely jam them open. **Students should never leave money or valuables in their locker.** If it is absolutely necessary to bring valuables to school, such items should be checked in at the office for security and picked up when needed. The school district does not insure nor accept responsibility for items lost or stolen from student lockers.

Combinations for physical education lockers will be issued during P.E. classes. Students must at all times secure their belongings and discourage others from “borrowing” their possessions. It is also recommended that the student’s name be written in all clothing articles. Belongings should be locked up at all times.

Dress Code

Students are expected to dress and groom themselves in a way that is appropriate for school. Students may not wear or display at school or school activities attire which is deemed disruptive of the school environment or unreasonably infringes on others’ rights to health, safety, welfare or property. If clothing is deemed disruptive or unreasonably infringes on others’ rights, the offending student will be required to correct the situation. The following list includes examples of clothing which is considered disruptive or clothing which unreasonably infringes on others’ rights to health, safety, welfare or property, and is NOT ALLOWED:

- Clothing or accessories that:
 - Promotes the use of alcohol or drugs
 - Includes profane, violent, or offensive language or pictures
 - Include sexually inappropriate or racially biased material or references
 - Could be considered dangerous or used as a weapon

Students ARE REQUIRED to wear:

- A shirt,
- Pants/jeans/shorts/etc
- Shoes at all times during school

If there are medical or religious reasons to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administrators before the student can wear attire which is an exception to these rules.

Lunch Procedures

All students are required to eat lunch in the designated eating locations (cafeteria), unless approved by administration. Students are not allowed to leave the building for lunch unless accompanied by a parent. All meals at school must be eaten in the cafeteria and all students are expected to respect the directives of the staff members in charge of the cafeterias. Failure to do so will result in a sanction which may include, but not be limited to, removal from cafeteria for a period of time as determined by the administrator. Students may be assigned to an area other than the cafeteria to eat when they behave inappropriately during lunch. All lunch trays need to be returned to the lunchroom and trash disposed in canisters.

Lunch Accounts

All students will be assigned a lunch account number and all lunch purchases will be made through this account. Students can bring money for their account to the kitchen area or parents can pay online. Students are not allowed to share their lunch accounts with other

students. Parents can monitor their student's accounts via the internet. Please contact the school's food service department at 319-688-1021 for account information.

Cafeteria Guidelines:

Students should go directly to the tables of their choosing. Students may be given assigned seats as a result of inappropriate lunchroom behavior. Once all students in the lunch shift have been properly seated, a cafeteria supervisor will dismiss students to the lunch line. Only eight students are permitted to sit at the octagonal tables. Only sixteen students are allowed to sit at the long, rectangular tables, eight students at a side. Students will follow the proper traffic pattern when lining up for the school lunch. Students should stay out of the cashier's lane when proceeding towards the lunch lines. Students will stay to the right of the cashiers in the cafeteria when entering the food distributing area. No jackets, bags or headphones are allowed in the serving area. Appropriate behavior is expected of all students. Food throwing will not be tolerated. Disciplinary action will be administered for food throwing. A relaxed atmosphere will be maintained. However, students are expected to remain seated unless they are returning a tray, getting a drink, getting ice cream, or getting another lunch. Trays should be placed on the tray return and never shoved or thrown into the receptacle. Excessive noise or disturbances are not permitted in the cafeteria. Other classes are in session during all lunch shifts. Students are not to enter or leave the cafeteria or MPR without a pass after a lunch period has started. Students will be expected to clean up any paper or food on, under, or near their table. Students may sign out to use the restroom during lunch. Limits will be established for the number of students given permission to go to the restroom at the same time. Additional guidelines will be detailed by supervisors at the beginning of the year and reviewed as necessary.

Medication and Illness

No student will be given medication without written permission of a physician. Only prescription drugs or medications recommended by a physician in writing can be administered. All medications must be turned in to the Health Office for storage in a locked cabinet including over the counter medications. Injured or ill students should report to the Health Office so that proper measures may be taken. Students should **not** contact their parents directly via their personal cell phones when they are feeling ill. **Students should first report to health office and all communication can then be made through the office.** No student will be sent home when ill or injured without a parent's or guardian's permission. Emergency information is vital when a student becomes ill. Parents should take care in completing all of the information on the InfiniteCampus registration pages including phone numbers for all emergency contacts. Parents may update this information at any time by logging into their InfiniteCampus account.

Please review the health policy of the Iowa City Community School District:

<https://www.iowacityschools.org/Page/15737>. This states that students should stay home from school when he/she has a fever of 100 (F) or greater and for 24 hours after the fever has gone away, without taking tylenol or ibuprofen. Students should also stay home from school when he/she has diarrhea and/or vomiting and for 24 hours after these symptoms have occurred.

Students who are out of school due to illness are not allowed to participate in after school activities on those days. This includes athletics, clubs, music, dances or any other school sponsored after school event. Students must be in attendance the second half of the day in order to participate in any activities.

Passes

Students who need to use the restroom or visit the health office, office, or library need to use a laminated pass from their teacher. If a student needs to meet with another teacher, they will need to obtain a written pass from their teacher. If a student is late to class, a teacher needs to provide a written pass to the next class or the student will be marked as Unexcused Tardy. Students with passes should go to and from their destination as quickly as possible.

Inclement Weather

In the event that we do not have school as a result of inclement weather, the decision to close school will be made at approximately 6:00 a.m. on the day of the closure. When the weather causes us to dismiss school early, the decision will normally be made by 11:00 a.m. Once a decision to close or release school early has been made, the superintendent of schools will call all parents who have registered their home phone number with the school system. Parents who do not receive calls from the automated message system should notify the school with their current phone number. Local radio and television stations will also be notified. If you think there is the likelihood that a closure might occur, please listen for information on one of the local radio or television stations. When we close or release early due to the weather, all Northwest Junior High activities and practices will be canceled or postponed.

Telephone Use

Students are only allowed to use cell phones during lunch. They may also check them during passing time. Parents needing to contact their students should contact the main office for assistance. Unless it is an emergency, students will be called to the office between classes for messages from parents/guardians. Cell phones that are used in a disruptive way during school may be taken and returned to parents. Northwest will not be responsible for lost or stolen phones. **The use of cameras and recording functions of cell phones is prohibited.**

Cell Phone/Personal Technology Policy & Confiscation Procedures

Students may use cell phones during passing time and at lunch while school is in session. All phones must be put away, and ringers silenced before entering the classroom. Phones in use or view during class time may be confiscated by staff (this includes using phones to listen to music). Students who refuse to comply will be subject to additional school consequences. Additionally, students are not allowed to have headphones/earbuds on or in their ears during class.

At Northwest Junior High School the following steps will be used to enforce the policy:

1. At the beginning of class all teachers/staff will say "secure your phones"
2. Students should have their phones put away and out of sight.
3. If a phone is out or being used, the teacher will remind the student to put the phone away.
4. If a phone is out or being used again, the teacher will confiscate the phone and return it to the student at the end of the class period.
5. If the phone is out or being used multiple times, the teacher will confiscate the phone and deliver it to the main office where it will be secured until the end of the day.
6. If a student is refusing to give up his/her cell phone or to follow a teacher's directions related to the phone, a counselor or administrator will be called and escort the student to the office where the phone will be secured.
7. If a student's cell phone/device is confiscated three (3) different times and turned into the office, it will be held at school until a guardian comes to school to pick it up. A conference will be requested with student/guardian/admin to discuss possible solutions and/or additional consequences such as:
 - a. Multiple-day cell/device detention;
 - b. Trimester long cell/device detention;
 - c. Yearlong cell/device detention

Safety Rules

Fire, tornado and school lockdown drills will be held periodically. Evacuation routes and procedures are posted in each classroom. Students are to evacuate quickly and quietly. The building is to be evacuated each time the fire alarm sounds. Re-entry to the building is to be made after the alarm stops and an announcement will be made over the PA system. Drills for tornado warnings will also be conducted. We do not evacuate the building for tornado drills. The following procedure is followed: move to the assigned area, kneel down and cover your head for protection. Teachers will explain the procedures during class and practice drills. Any time it is determined that a student purposely pulls a fire alarm, they may be suspended from school for three to five days and the infraction will be reported to the legal authorities.

To and From School

It is very important that all students are afforded safe, non-threatening passage to and from school. **For this reason, students actions to and from school are governed by school rules.**

Automobiles, bicycles, skateboards and mopeds

Students will not be permitted to drive and park personal vehicles at school or surrounding grounds. Bicycle racks are provided. All bicycles brought to school should be locked in the racks at all times. Skateboards and motorized bikes, including mopeds, are not allowed on the school premises. School is not responsible for lost or stolen items.

School Bus Information

Bus Rules:

1. Students shall be at their designated pickup location at the time scheduled for the bus to arrive. Be on time! The driver will not wait.
2. Students who must walk some distance along the roadway to or from the designated bus stop shall walk on the left side facing the oncoming traffic.
3. Students are to stay off the roadway at all times while waiting for the bus at the designated stop.
4. Students who must cross a roadway when boarding or leaving a bus must go to the front of the bus and wait for a signal from the driver before crossing the road. The driver shall see that the way is clear before signaling students to cross. Students must never cross behind the bus.
5. Students are to wait until the bus has come to a complete stop before attempting to enter or leave. No pushing or shoving is allowed while waiting for the bus to stop.
6. Students must keep their arms and head inside the bus at all times and refrain from throwing objects out of windows or in the bus.
7. Students must remain in their seats while the bus is in motion.
8. Eating, drinking, or smoking on the bus is prohibited. Gum chewing is not allowed on school buses.
9. Students are not allowed to bring skateboards on the bus.
10. Students shall conduct themselves in an acceptable manner at all times. Fighting, vulgarity, rude or abusive behavior, damaging the bus or other improper conduct shall not be tolerated. Any student damaging bus property will be required to pay for the damage and will be suspended from riding the bus.

11. Students may ride only those buses to which they are assigned. School board policy states that permission will not be granted for a student to ride any bus other than his/her designated bus.

12. Students will be discharged only at approved stops unless another route stop is requested by the parents in writing and approved by the bus company.

Procedures for Dealing with Bus Discipline Problems:

Students demonstrating inappropriate behavior on the bus and who fail to correct the problem behavior will lose bus privileges.

1. The student will visit an administrator about the inappropriate behavior and make a plan for appropriate behavior. Parents may be contacted depending on the severity of the violation.

2. The second violation will result in the student visiting with an administrator about his/her behavior on the bus. A second report will be sent home to parent or guardian informing them of the bus problem and action taken. Depending on the severity of the violation, the student may be suspended from the bus for a period of time or assigned school detention.

3. The third violation will result in the student visiting with an administrator about his/her behavior on the bus. Depending on the severity of the violation, the student may be suspended from the bus for a period of time or assigned school detention.

4. Additional reports beyond the third report **will** result in students losing their bus riding privilege for a period of time designated by the administration/bus company and/or the administrator will inform the student that the next written report **will** result in school detention.

Academic Program

Grading/Promotion Policy

A letter-grading system, A, B, C, D, F (not passing) is used in most subjects. In credit/no credit courses “C” (credit) or “N” (no credit) is used. Students will receive a report card at the end of each twelve week period.

Academic Recognition

Students will be recognized at a special assembly for exceptional academic behaviors and outstanding academic performance. Awards will be presented at award assemblies during the final week of the school year.

Report Cards

Report cards will be distributed at the end of each grading period. At the end of the school year, report cards will be posted in Infinite Campus. Mid-term grades indicate the progress made to that point in the grading period. Other informal reports, written or verbal, may be conveyed by teachers or principals during the grading period.

Changing Classes/Teachers

If you need to change a class, please visit with your guidance counselor. Administrators must approve all class changes. Class changes need to be made as soon as possible when a trimester is starting. Guidance counselors and administration have the right to deny class changes due to a late date or class size. If you have an issue with a teacher, please contact a guidance counselor or administrator. It is important to try to work out the issue, rather than just changing teachers. A conference with parents, the student, administration, and the teacher will be held to create a solution prior to changes being made.

Counselors

Two counselors are available to talk with students. Generally, students are assigned to a specific counselor; however, a student may talk with either counselor. The students' problems do not have to be about school. Students are asked to sign up to see their counselor with the counselor's secretary, between classes, unless the problem is critical. Counselors will send for the student during a student's study hall period if the problem is not of an emergency nature.

Homework

Most teachers will assign homework as part of the student's responsibility for learning. There are multiple places students can check for homework assignments. Students should always check Canvas. In addition, all families are encouraged to sign-on the school's online database, InfiniteCampus. Through InfiniteCampus, parents and students can keep track of grades, assignments and attendance information. InfiniteCampus login information is available to parents anytime from the main office. Students will receive their login information during the first two weeks of school. Additionally, all students will be provided an assignment notebook which they should carry with them at all times. Teachers may assign consequences for students who do not complete their homework on time. The school office will accept requests for make-up work when:

1. A student has been absent for three days or more and
2. A student does not have access to InfiniteCampus. There may be a delay in securing homework depending on the time of day the request is made. Students returning to school on the third day should get their assignments directly from the teacher. Work must be turned in within the same number of days that the student was absent.

Cheating/Plagiarism

Cheating and plagiarism can be defined as taking another's work and passing it off as your own. Someone else's work includes your peers, a textbook or other written source, online, or other media sources. Cheating and plagiarism will be taken seriously and consequences will be delivered accordingly. If you have questions about using appropriate citations, please speak with one of your teachers. Copying another student's homework is likely to result in zero credit for the assignment, as well as other consequences. Do not allow other students to copy your work. You could also be subject to consequences.

Textbooks

Textbooks are furnished by the school. Students must pay replacement cost for lost, stolen, and/or damaged books. If a book is damaged and needs to be rebound (e.g. broken binding) the fine is \$9.00, pen/pencil marks \$3.00, torn pages (minor) \$4.00, torn pages (major) \$6.00, and pages missing \$7.00. Students are responsible for class and/or library books that have been checked out to them. It is recommended that book covers be placed on all textbooks.

Study Hall

Study Hall meets in the cafeteria or Little Theater. Attendance in study hall is mandatory as with any class. Behavior expectations mirror any other class. Be respectful to the supervisor and your classmates. Be responsible and bring work to do. Be safe and stay in your seat unless you have permission. Please refer to the PBIS study hall expectations for additional guidance.

Study Hall Procedures/Rules

1. Students must bring work to study hall. If students prefer not to do homework they should bring a book to read.
2. Passes will not be honored until after attendance is taken. Passes to see a teacher must be obtained BEFORE the study hall meets. Passes from the study hall supervisor may be used to go to a locker, the rest room, or office.
3. To leave study hall students must log out, printing first and last names, destination, period, time out and time in when returning.
4. Talking is not permitted unless permission is granted by the study hall supervisors.
5. Only one person at a time at the drinking fountain, and pencil sharpener.

Student Assistance

The Northwest Junior High Philosophy states, among other things, “students should have the opportunity to develop intellectually, socially and physically within a comprehensive curriculum” and to “develop self-discipline, pride in accomplishment, and a feeling of self worth.” Staff is committed to providing factual information as well as experiences and opportunities for values clarification and decision making to enable students of diverse abilities, interests, needs, talents, and motivation to accomplish these goals. However, teachers recognize that students can experience a number of personal, intellectual, behavioral and medical problems which can have adverse effects on their behavior, conduct or academic performance in school. Student learning problems could include learning disabilities, physical illness, emotional and psychological problems, family and legal problems, alcohol and drug abuse, or other personal problems. The school becomes concerned when any of these problems, whichever occur in a student or with a family member, repeatedly and definitely interfere with a student’s school performance, or

jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel. The primary responsibility for helping a student with a serious problem lies with his/her parent/guardian obtaining assistance from any available source in solving the student's academic, emotional or physical problems. To aid parents and students in need of support, Northwest Junior High can provide service to students and parents/ guardians who are encountering learning, behavioral, and substance abuse problems through referrals to, GWAEA staff, building counselors, and our mental health case manager. This latter position is funded through the Safe School/ Healthy Students grant. No records of student's involvement are to be kept in his/her cumulative folder. Whatever records are kept will be maintained separately. No records or conversations a student may have with these staff members will ever become a part of the student's personal file or cumulative record. Participation or interactions remain confidential and subject to state and federal regulations governing confidentiality and the release of information.

Crisis Situations

Crisis situations occurring during school time or school activities will be initially referred to administrators. Administrators may make a referral to support personnel.

Student Support Referrals

Referrals made to support personnel as a result of routine day-to-day events, both academic and behavioral, may be made by staff, parent/guardian, administrators, or student self-referral. A referral action is initiated by any concerned individual. Counselors will begin gathering additional information about the student. Any evidence indicating that further investigation is appropriate will result in actions by the appropriate team. The Student Support Team will follow procedures to gather, process, and evaluate information on the

student which may result in a conference with the parent/guardian to arrive at a recommendation.

Special Education

The following special education programs are available as a result of cooperation between the Iowa City Community School District and the Grant Wood Area Education Agency: physical disability, behavior disability, mental disability, emotional disability, learning disability, and communication disability. Placement in these special programs is made after identification of need, assessment and staffing of student, and parent permission. Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address a concern, in carrying out the strategies, or in monitoring the student's progress. Working together, we can provide needed support to our young people.

NW Website and InfiniteCampus--A Comprehensive Communication and Information Resource

Northwest utilizes InfiniteCampus as its primary school database. Parents and students can access this information by obtaining login information from the main office. InfiniteCampus offers instant and secure access to the following:

- 1) Assignments
- 2) Daily student attendance information
- 3) Grade Information

4) Student Schedules

5) Student and parent demographic information. InfiniteCampus is intended to be a tool for teachers to communicate class information to students and parents, but it is not intended to be the only way this information is communicated. Students are responsible for all work which is assigned to them by the teacher whether or not this assignment is included on the InfiniteCampus system. No appeals to waive classwork requirements or for work extensions will be granted on the basis of incomplete information posted on InfiniteCampus. Northwest also maintains a comprehensive website which parents should consult frequently. The school calendar, school announcements, teacher webpages and links to other relevant information can be found at <https://www.iowacityschools.org/Domain/1106>.

ATHLETICS

To participate in athletics all athletes need the following forms turned in prior to their practicing:

1. Physical form signed by physician and parent/guardian
2. Permission to practice signed by parent/guardian
3. Head injury form signed by parent/guardian

Game and Practice Schedules:

Competition schedules are set in April during the school year prior to the actual competitions. Schedules can be accessed through the Northwest website <https://www.iowacityschools.org/Domain/1106>. Due to weather and other scheduling complications, competition schedules are likely to change. For this reason, please consult the website often for information pertaining to changes in competition times and venues.

Practice schedules will be posted on the website. Students must pick up their possessions before going to practices or games as the main entrance to the hall locker area is closed at 4:10 p.m. for security reasons.

Rules for Athletes

A student is considered an athlete the first day he/ she reports to an athletic squad. Training rules will be discussed by the athlete's coach. Training procedures are in effect throughout the calendar year. All athletes are bound by rules and regulations set forth in Administrative Policy 503.4C (See ICCSD website for a complete listing of administrative Sports Seasons SEASON #1 August to October Football (8th Grade) Girls Volleyball Boys and Girls Cross Country SEASON #2 October to December Boys Basketball Girls Swimming SEASON #3 December to January Boys Swimming Girls Basketball Wrestling (February-March) SEASON #4 March to May Boys and Girls Track For complete and up-to-date calendar information for each sport, consult the Northwest website: www.edline.net/pages/NorthwestJuniorHJAthletics policies and regulations). In order to participate in practice or in competition, athletes must be in school periods 5-8 on the day of the practice or competition. Athletes who miss any part of periods 5-8 due to an appointment, must present a verification of the appointment to the office prior to participating in the practice or the competition.

Activity Tickets

Activity tickets for all high school home athletic events may be purchased for \$30.00 at MySchoolBucks.com. Lost or stolen activity tickets will be replaced for \$5.00.

Insurance

Accident insurance for all students will be available through the office. There are two plans available: "Schooltime" which covers students at school, going to and from a regular session of school, or participating in regular school activities. The other plan is a "24 hour" plan that covers a student anywhere for the entire year, including vacations. Forms are available in the office.

Home High School Sporting events

Students must be accompanied by parents to all high school events and they must be seated. Elementary and junior high aged students will not be allowed to loiter around the stadium and/or gym.

Stadium Clean-Up

Parents are encouraged to join their student and other Northwest athletes in helping to clean Kinnick Stadium each Sunday morning after home football games. Our athletes meet at the stadium at 7:30 a.m. The job usually takes about one and a half hours to complete. At Northwest, the funds generated from stadium clean up have resulted in uniform and equipment upgrades amounting to over \$3000 each year. Please help us out.

ATTENDANCE

School attendance is critical to academic and personal success. Family vacations and personal appointments are discouraged when school is in session. Many of the planned learning activities during a school day cannot be "made up." Please make every effort to have your son or daughter attend school regularly. Students who are absent or tardy to school are asked to have parents or guardians call the school at 688-1060 prior to 9:00 am on the day of the absence or tardiness. Before and after school hours voicemail will be in

service to record attendance related messages. The office will issue an admit slip to students to present to their teachers when they arrive. If parents wish to take a student out of school during the school day for doctor, dental, or other appointments, they are to call the school. A pass to leave the building will be issued to the student. Every effort should be made to make appointments outside normal school hours. Excuses will not be accepted 48 hours after the absence. In order to participate in concerts, athletics, school parties or other school sponsored events, students must be in school periods 5-8 on the day of the event. Students who miss any part of periods 5-8 due to an appointment must present a verification of a valid medical appointment to the office prior to participating in the event.

Acceptable Excuses

Acceptable excuses for absences and tardies are determined by the school district. The school attendance officer is empowered to approve an excuse to any student for the following reasons: Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

1. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
2. A death in the immediate family or funeral for close relatives.
3. Religious holidays.

Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parents/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall

be required to notify the school attendance officer prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student Attendance vacations or trips without parents/guardian accompaniment are not excused absences.

1. A court appearance or other legal procedure which requires the attendance of the student.
2. A quarantine as imposed by a public health officer.
3. Attendance at special events of educational value as approved by the school attendance officer.
4. Approved school activities during class time.
5. Special circumstances that show good cause which the school attendance officer approves in advance.
6. Out of school suspensions.

Make Up Work

Students who are absent from school due to scheduled events, (i.e. appointments, athletic event or planned family absence are required to see their teachers for homework prior to the absence)

Students who are absent from school due to illness or injury should go to the school's website for information regarding missed assignments and classroom activities. Many of the teachers have the documents on their class page. Students with long-term illnesses (over three school days) should consult with their school counselor for assistance in contacting their teachers regarding missing work. Work must be turned in with the same number of days that the student was absent.

Excuses From Physical Education

The Iowa City Community School District utilizes a physical education limitation form. It was developed by physical educators, health services personnel and several Iowa City physicians. The primary purpose of the form is to clearly communicate the activity needs of a student who is under the care of a physician. In this manner, appropriate activities may be provided in physical education classes. Medical personnel (physicians, etc.) in private practice, as well as hospital settings, should have the form at their disposal. In the event of a physical limitation, please have your physician fill out the form and return it to the Health Office. Iowa law requires that all students participate in physical education unless they have been excused for health or religious reasons. If a physician feels a student should not participate, parents should ask the physician to submit a letter to the Health Office. The P.E. teachers will be notified and the letter will remain on file until such time as the student is able to resume activity.

Leaving School Grounds

When students arrive in the morning, they are required to remain on the school grounds. Students are not permitted to leave school property unless consent has been given by the principal or associate principal.

Truancy Policies

In Iowa City we consider students who do not come to school and students who come to school but who do not attend class/classes as truant, unless there is a reasonable excuse for the absence. Sleeping through an alarm or forgetting to set an alarm clock is not considered a reasonable excuse.

The following is an outline of the steps indicated in Administrative Regulation 501.5 in regard to procedures for dealing with truant junior high students.

A. On the first offense, a conference will be held with the student. At this time an attempt will be made to determine and resolve the reason for the truancy. At the discretion of the principal or designee there could be:

1. Review of truancy guidelines
2. Time equivalent to the number of periods missed

B. On the second offense, counseling would continue. Additionally:

1. Written notification of the offense and the punishment imposed would be sent to parents/guardians along with a copy of the truancy guidelines.

C. On the third offense:

1. Written notification to parents/guardians with copies to truant officer and superintendent or designee.
2. Mandatory parent/guardian-student conference to discuss problem and explore solutions, alternative schedules, special programs, etc.
3. Referral to social worker.

D. For fourth truancy:

1. Written notification to parents/guardians with copies to truant officer and superintendent or designee.

2. Notification of student's record to the county attorney and to probation officer if applicable. Charges will be filed or mediation will be scheduled whichever the county attorney deems applicable. If mediation is the method chosen by the county attorney to address excessive absence, the agreement will be reduced to writing by the mediator with specific conditions to resolve the problem. The parent will be notified of the consequences of a violated agreement at that time. When the provisions of the truancy law or the conditions of a mediation are violated by the parent, the building administrator or the appropriate truancy officer shall promptly institute proceedings against the parent.

E. Subsequent offenses:

All subsequent truantries shall be treated as outlined in D above. Only in very unusual circumstances will out-of-school suspension be used as a sanction for excessive absences.

Tardy

Students have 4 minutes to transition between classes. This time should be used to go to lockers, use the restroom, or get a drink. When the bell rings students are expected to be in their classrooms. Parents will be notified through a phone call or letter if their child is habitually tardy to one or more classes. School wide interventions will be used if students accumulate excessive tardies to classes, such as student conference, lunch detentions, before/after school detentions, altered or escorted passing time, or a parent meeting.

Discipline

In order to foster and support good behavior, Northwest Junior High is a PBIS school. Positive Behavior Instructional Support is a school-wide behavior system. At Northwest we are working with all staff to have:

1. Common purpose and approach to discipline
2. Clear set of positive expectations and behaviors
3. Procedures for teaching expected behavior
4. Continuum of procedures for encouraging expected behavior
5. Continuum of procedures for discouraging inappropriate behavior
6. Procedures for on-going monitoring and evaluation

The Northwest Faculty, staff and parents have very high expectations regarding the behavior of Northwest students. The main logic of PBIS is:

- Prevention
- All children need behavior support
- The most efficient approach to improving behavioral climate of schools is through prevention
- Teaching
- Teaching and supporting appropriate behavior is the most powerful behavior support intervention
- Combine effective teaching with clear continuum of consequences for problem behavior
- Effective practices need nurturing systems
- Information gathering and use for decision making

We have identified and teach the Trojan Virtues of being a Responsible and Kind Scholar. Students will be involved in lessons which will teach the Trojan Virtues that are particular to areas of the building. Posters are prominently displayed throughout the building. Please see the Trojan Virtues for brief descriptions of the appropriate behavior for various parts of the school.

The Northwest faculty, staff, and parents have very high expectations regarding the behavior of Northwest students. Behavior which detracts from the learning environment or the operation of the school will not be tolerated. Students who engage in inappropriate behavior in the classroom, study hall, cafeteria, hallway, on the bus, on school grounds, or during special events will be dealt with on an individual basis. Consequences for misbehavior will be administered by the appropriate staff member and/or administrator.

The objectives of the Northwest discipline policy are the following:

- Create a positive learning environment
- Provide students with a positive approach to overcome discipline problems
- Help students better understand the basis for school rules, the reason rules are broken, and how problems are compounded by repeated offenses
- Foster better communication between teacher, student, parent, and administration
- Discourage inappropriate behavior which detracts from the learning environment
- Direct students toward more acceptable behavior through self-evaluation and goal setting exercises.
- Use restorative practices

The Northwest discipline policy is designed to help students learn appropriate social behaviors. Administrators and staff members may assign disciplinary action to students for inappropriate behavior. Students must be notified in writing or verbally of the infraction and the resulting disciplinary action report.

Fighting

Fighting is mutual physical contact involving anger or hostility. Assault is physical violence or threats or violence to other persons. If you are threatened or assaulted, walk away or run away and tell an adult. If you hit back, you have agreed to “fight” and can expect disciplinary consequences for fighting. Tell an adult instead.

Harassment

Harassment means conduct or behaviors of a verbal, written or physical nature that diminish individual dignity when such conduct or behaviors have the purpose or effect of unreasonably interfering with an individual’s work or learning: or otherwise adversely affect an individual’s employment or Administrative Regulations 400.3/502.8/502.3. This also includes the use of discriminatory speech towards students because of their race, sexual identity, religion, or gender. Serious consequences will be given for this type of speech.

Possession of a Dangerous Weapon

A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous

weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. (Administrative Policy 502.1C will be subject to sanctions described in Administrative Regulation 502.1C. Also Iowa Code Section 702.7)

Misuse of Computer

Any students using computers in an inappropriate way may have his/her privileges suspended and/or consequences will be assigned as appropriate by following the district discipline protocol.

Hall Behavior

Students are expected to conduct themselves in a respectful manner when passing between classes. Yelling, pushing, running, screaming, swearing, or other inappropriate behaviors will not be tolerated in the hallways. Students are not permitted to sit in the hall floors during passing times.

Morning Hall Behavior

The time before classes is designated for students to see teachers for extra help, for student intramurals and for socializing. The library is open as a study area. Students are allowed to visit quietly in the hallways. Students should not pass through the gym during intramural times.

Video and Image Capturing

At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert,

contest, etc.), without the consent of a teacher, coach, or school administrator. Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms.

Tobacco/Drugs/Alcohol

The use or possession of tobacco products, drugs and alcohol is not permitted in the school building, on school grounds, school buses, or at any school sponsored activity. Any student who uses tobacco, drugs, or alcohol, or gives the impression of using the mentioned items, or has them in his/her possession, will be subject to school disciplinary actions detailed in Administrative Policy and Administrative Regulations 502.6. Such sanctions may include out-of-school suspension, or a recommendation to the Board of Directors for expulsion. Juvenile authorities at the Coralville Police Department will be contacted when a student has violated laws or our school rules regarding the use and/or possession of drugs or alcohol. Legal charges may be filed by the police department. Students engaged in extracurricular activities who are found to be in violation of Administrative Policy 502.6 shall be subject to sanctions set forth in Administrative Policy 503.4.

Vandalism

A student who damages school property or another student's property will be held financially responsible. Any act of vandalism may be reported to the Coralville Police, along with any disciplinary consequences imposed by the school.

Forbidden Items

Water Pistols, Balloons, Spray Bottles, Firecrackers, Other Kinds of Fireworks, or Potentially disruptive or Hazardous items

Students are not allowed to bring any of the above mentioned items to school. Any student possessing the above items may receive consequences as prescribed in the district discipline protocol. Students possessing fireworks will be reported to the Coralville Police Department. The above described items will also be confiscated.

Other inappropriate Behavior

Disciplinary consequences will be taken when a student's behavior creates a disturbance, impairs the safety of others, causes damage to the building or personal property of others, violates school rules, interferes with the rights of others, or breaks the laws of the State/City.

All behaviors or offenses not listed above will be dealt with in accordance with the severity of the action. Consequences may include, but are not limited to detention, in- or out-of-school suspension, or a recommendation to the Board of Directors that the student be expelled from school.

Students who exhibit inappropriate behavior may have any privilege or privileges removed at any time. Students may be excluded from school dances and assemblies for the remainder of a trimester.

Disciplinary Measures

Listed below are descriptions of disciplinary actions used to change student behavior.

Cancellation of Special Privileges:

Special privileges such as dances, assemblies, picnics, and other privileges may be canceled.

Counseling:

Counseling may occur with any of the following: Professional and nonprofessional staff within the building, psychologists and professionals within the community.

Confiscation of Unapproved Items:

Alcoholic beverages, drug paraphernalia, guns, water/toy guns, potentially hazardous materials or objects, or other disruptive or illegal items may be confiscated and not returned if brought on school property.

Student Discipline Referral

Any time a teacher refers a student to the office or retains a student before or after school for disciplinary or academic reasons, the teacher will fill out a Student Discipline Referral. After reviewing the reason for the student's referral, the principal or designee will determine appropriate consequences. Parents may ask to view the discipline reports.

Detention

Students may be assigned detention by staff members and administrators. Students are expected to serve detentions within 24 hours of receiving the detention. Students are, however, strongly encouraged to serve detentions the same day they are assigned. Permission will be granted for students to use the phone to call and make arrangements for alternate transportation if needed.

Teachers may assign detention to be served either before or after school for misbehavior in class or for academic reasons. Students are expected to serve the entire length of the detention at one time unless extraordinary circumstances exist that prohibit this. Any special arrangements for serving this detention should be arranged in advance.

Detentions assigned by the administration shall be served before or after school. Students are expected to bring school work to complete or something to read while they serve detention. In some instances, a student may be assigned to serve their detention during lunch period. Students assigned detention after school will not be retained after school longer than 30 minutes without parent permission.

If a student neglects to serve a teacher-issued detention within the time allowed or agreed upon, the teacher may increase the detention time and the teacher will phone the parents to explain the situation or refer the student to administration. If the student still fails to serve the detention on time, further disciplinary actions may be warranted.

Expulsion

Expulsion is when a student's enrollment is officially terminated by the Board of Education. The Board of Education will determine if and/or when a student may re-enroll.

Notification of Authorities

The police, fire marshal, county attorney, or probation officers will be notified if deemed appropriate. Use/possession of tobacco products, controlled substances, and truancy are referred to in this handbook as directed by district policies. Those policies will be followed as outlined. Police will be called if deemed appropriate by the administration.

Out-of-School Suspension:

The student is sent home for a period of time, usually 1 to 5 days. The student is not permitted to attend school functions, nor to be on any school district property during the time of suspension. Longer than normal suspensions are given during the final weeks of the school year. Students receiving suspensions the last few days of school may be required to return to school after school has been dismissed.

Students are sent home for any misbehavior on the last day of school. While at home, the student may do school work. It is the student's responsibility to obtain his/her assignments from the teachers and to return the completed work. The suspended student may request to return to school after 4:00 to collect the various assignments from his/her teachers. Classroom interruptions to obtain assignments for the suspended student will not be permitted.

In-School Suspension

When available students will be assigned an in-school suspension. Parents will be notified and a conference will be held with students to review expectations. School personnel will gather work for the student and they will spend up to an entire day working out of the classroom. Students will be expected to make up any work missed during that time.

Parent Conferences

Parents may be requested to come to the school for a conference with the administration, the counselors, and/or a particular teacher(s).

Payment for Damages

Students damaging the building or other people's property will be held financially responsible for payment of damages. Vandalism may also be reported to the Coralville Police.

Point Sheets

The student is required to have a teacher verify his/her presence and behavior for each period of the day.

Work Option

Work option is when the student may account for his/ her behavior by doing some constructive work within the building or on the school grounds. Work may be assigned if the student has damaged the building or created work for someone else.

Searches

The principal/designee may search a student's person, personal property, locker, vehicle, or possessions if there is reasonable and articulable suspicion to believe the student is concealing evidence in violation of school policy or regulation and when the search is reasonably related to the basis for the search. "Strip searches" of students shall not be conducted by school personnel. Any item obtained by school officials, which is illegal or in violation of school policies or regulations, obtained by school officials, whether by the voluntary action of a student, by search of the student's person, personal property, locker, or on any other legal manner, may be confiscated by school officials and turned over to law enforcement authorities Administrative Regulation 502.1.

Grievances

Any student has the right to file a formal complaint alleging misinterpretation and/or misapplication of school or school district rules or regulations, and/or noncompliance with Federal and/or State equal education/opportunity laws. Procedures have been established to insure fast and expedient resolution of grievances.

Student Records and Privacy Rights

DISSEMINATION OF INFORMATION

Parents of students under age eighteen may review a student's educational record, obtain copies of materials in the record for a reasonable fee, write a response to material in the record, challenge the contents of the record and have the records explained. A student's parent/guardian who is interested in reviewing his/her child's educational record is requested to schedule time to review the record through the building principal. It is the interpretation of the United States Department of Education of the Buckley Privacy Act that all parents, not just custodial parents, have the right to see records, unless a binding legal document such as a court order or divorce decree says otherwise. The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parents or student over the age of eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena. School officials and teachers with a legitimate educational interest.

1. Officials of other schools in which the student plans to enroll.
2. Representatives of state and local government when auditing and evaluating federal education programs.
3. When connected with a student's educational financial aid applications.
4. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
5. Organizations which process and evaluate standardized testing.
6. Accrediting organizations for accrediting purposes.
7. In connection with an emergency.
8. Student's records are reviewed and inappropriate material is removed periodically.

These reviews take place when a student moves from elementary to junior high and from junior high to high school and when a student transfers out of the district. Records not of

permanent importance will be destroyed within five years of graduation or discontinued attendance.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

RIGHT TO CHALLENGE

Parents/guardians have the opportunity to challenge the contents of their child's education records to insure that the records are not inaccurate, misleading or in violation of the privacy of other rights of the student. A parent/guardian wishing to challenge the contents of the student's record shall make written application to the building principal. Forms entitled "Challenge to School Records" are available from the school office. If the challenging party and school cannot arrive at a mutually satisfactory agreement, the challenging party can request a hearing to determine the validity of the challenge Administrative Regulation.

Section 504 of the Rehabilitation Act of 1973

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your Community School District will work with you to provide reasonable accommodations as determined by an assessment team. If you have any questions regarding 504 eligibility and reasonable accommodations for your child, please contact your Building Principal, Guidance Counselor, or The Equity Director for additional information. A Parent Guide to Section 504 brochure is also available on the district website/equity link at: http://www.iccsd.k12.ia.us/equity/equity_forms.html.

Parent, Guardian, and Community Concerns

For concerns about school districts or governing boards the Iowa Department of Education has made available this website for [Parent, Guardian, and Community Concerns](#).

Non-Discrimination Statement

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the District Equity Director, at 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000.