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TEACHER QUALIFICATIONS

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensing requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 39-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of the Superintendent, 1725 N. Dodge Street, Iowa City, IA 52245.

The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, parents have the right to:

- Information on student's performance level on state assessment
- Knowledge of their child being placed in a Limited English Proficiency program

GENERAL SCHOOL INFORMATION

Communicating with North Central Junior High

The North Central Junior High office is open from 8:00am - 4:30pm. The main telephone number for North Central is **319-688-1210**. Office staff will assist callers in connecting them to any other department or classrooms. A voice mail can be left for calls made outside regular business hours.

Who to call for questions or concerns involving:

- Attendance..... Attendance Secretary
- Payment of Fees..... Office Secretary
- Schedules, schedule changes, registration, planning a future course of study, and general evaluation or to request a conference with your child's teacher, personal and academic counseling.....Guidance Counselor
- Specific situations involving procedures, instructional goals, discipline or evaluation within an individual class or activity..... Teacher or Coach
- General information about time schedules for events, practices, etc.....Receptionist
- General discipline situation either outside the classroom (study hall, lunch, bus, etc) or more severe classroom problems that are not being handled to the mutual satisfaction of teacher/student/parent; student activities procedures or policies; general concerns in regard to curriculum; implementation of policies of the Board of Education; teacher evaluation or any situation not resolved satisfactorily through the above personnel..... Principal or Asst. Principal

Fees

7th & 8th Grade Fees:

General Textbook Rental.....\$70.00

Music Rental Fee.....\$45.00

Optional Purchases:

High School Athletic Pass.....\$30.00

Yearbook.....\$20.00

In addition to the above fees, other fees may be assessed for special optional projects, items or activities.

Fee Waiver

Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a temporary fee waiver should contact the principal's secretary. **This waiver does not carry over from year to year and must be completed annually.**

School Hours

The school day runs from 8:50 AM to 4:00 PM on Monday, Tuesday, Wednesday and Friday. On Thursday the school day runs from 8:50 AM to 3:00 PM. Students have limited access to the building prior to 8:30 AM. Students are to leave the building by 4:20 PM unless they are meeting with a teacher or involved in a supervised after-school activity. On Thursdays, students must be out of the building by 3:20 PM unless they are meeting with a teacher or involved in a supervised after-school activity.

Backpacks

Students are allowed to carry backpacks with them to class with their school supplies in them.

Lockers

Lockers with combination locks are provided to students for the express purpose of storing coats, boots, books, and other supplies. The students shall be responsible for the contents and for the care of the locker.

ICCSD and NCJH are not liable for theft/loss from lockers. For security reasons, the following rules apply to the use of school lockers:

1. Bringing valuables and electronics to school is not recommended. If students do bring such items to school they should be shut off and stored within backpack in locker.
2. **Students are not to share lockers or their combinations with other students.**
3. Students are not to store food or drinks in lockers at any time.
4. Students are not allowed to “jam” their lockers in order to disengage the locking mechanisms. If an assigned locker does not function properly, the student should notify the office immediately.
5. Combinations for physical education lockers will be issued during P.E. classes. Students are expected to secure their belongings in their lockers and discourage others from “borrowing” their possessions. It is also recommended that the student’s name be written in all clothing articles.
6. The lockers are the property of the Iowa City Community School District. Lockers are subject to periodic search. Students share the locker with the school as co-tenant, and the school reserves the right to conduct periodic searches in order to clean out old food and papers that could endanger health and safety, and to retrieve overdue library books or other school property. **Additionally, 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 a reasonable and explainable suspicion and the search is reasonably related to the basis for the search.**

Dress Code

Students are expected to dress appropriately for school and may not wear or display attire which is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare or property. Attire that may be acceptable outside of school may not be considered appropriate in schools and such clothing should not be worn to school or school activities including parties, sports, clubs or activities. If clothing deemed inappropriate and in violation of the dress code, the individual will be required to correct the situation with appropriate clothing immediately. If the individual does not have appropriate clothing with them, they may borrow items from the health office. If an individual refuses to change clothes, they may be sent home.

The following list includes examples of clothing that is considered inappropriate for school:

- Attire that promote or display the use of alcohol, drugs or tobacco
- Attire that includes profane or offensive language or images
- Attire that includes sexually inappropriate or racially biased material
- Visible underwear
- Bare midriffs, chests or torsos

Shoes are to be worn at all times during the school day.

If there is a medical or religious reason to make an exception to these rules, the parents must request an exception with administration. Final decision for all attire lies with administration.

Lunch Procedures

Meals are to be eaten in the cafeteria unless students are assigned to working lunch, lunch detention, or reporting to a teacher per teacher request. Meal deliveries for students from outside establishments will not be accepted in the office. Students are also discouraged from bringing in group treats as this tends to create a disruption in the cafeteria. Students are to follow the expectations as listed on the behavioral matrix for the cafeteria.

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 any morning before 10:00 AM. Parents may also add money to the lunch accounts by going to the district website and clicking on Online Payments. Parents may also make a payment with a credit card in the main office to be applied to your student's lunch account. Students are not allowed to share their lunch accounts. Parents can monitor their student's lunch accounts via the internet. The district web address is www.iowacityschools.org.

Parental Involvement

Parents are encouraged to become involved with North Central Junior High educational programs. There are many activities throughout the school year that allow parents to become involved at North Central. The North Central Student Parent Teacher Organization (PSTO) meets once a month and provides parents with an opportunity to work with other parents on projects and activities that benefit students and their families. The PSTO meeting times and dates are determined by the PSTO officers and posted on the North Central website.

Other ways that parents can be involved at North Central include:

- Chaperoning at school parties
- Providing snacks/food for Iowa Assessments and various school activities
- Volunteering for community service outings
- Participating in parent/teacher conferences
- Attending school athletic and music events

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.

Injured or ill students should report to the Health Office so that proper measures may be taken. Parents will be contacted by the Health Office if a student has sustained an injury or is ill and needs to be sent home. No student will be sent home when ill or injured without a parent or guardian's permission.

Enrollment/Emergency information kept in the Health Office are needed in case of illness or accident at school. We ask that you please completely fill out the E-Registration portion of PowerSchool prior to your student's registration date. Please make sure this information is kept up to date during the school year.

Visitors

All visitors must sign in at the front office desk and obtain a visitor's pass in the office in order to be in the building. Office staff may request an I.D.

Inclement Weather

In the event that school is cancelled due to inclement weather, the decision to close school will be made the night before or at approximately 6:00 AM on the day of the closure. When the weather causes school to be dismissed early, the decision will normally be made by 11:00 AM. Once a decision to delay, close or release school early has been made, local radio and television stations will be notified. Posting of the announcement will be placed immediately on the district website. A district-wide phone call will also go out through the **Educational Services Center (ESC)**. When school is dismissed or cancelled due to the weather, after school activities and sports may be adjusted, postponed or cancelled. North Central will notify parents on that day.

Telephone Use

If a student needs to use the phone for an emergency purpose, the student should report to class and get permission from a teacher. Students who become ill during the school day should report immediately to the health office. The health office associate will make the appropriate contact to the parent. **When ill, students should not contact parents directly until they have reported to the health office.** Students will not be called out of class for telephone messages unless it is an emergency. Messages can be left for students in the main office. Students will be called to the office between classes for messages from parents/guardians.

Cell Phone/Personal Technology

Cell phones: 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 the bell rings. 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 North Central 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 the phone is out or being used, the teacher will confiscate the phone and deliver it to the main office where it will be secured until the end of the day.
4. If a student is refusing to give up his/her cell phone a counselor or administrator will be called and escort the student to the office where the phone will be secured.
5. If a student’s cell phone/device is confiscated three (3) different times, 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

Safety drills will be held throughout the school year. These drills include fire, tornado, and intruder drills. Fire drills will be conducted in partnership with the North Liberty Fire Department. Evacuation routes and procedures are posted in each classroom. Students are to evacuate quickly and quietly. The building is to be evacuated any time the fire alarm sounds. There is no such thing as a “false alarm.” Re-entry to the building is to be made after the alarm stops and the “all clear” is given. Tornado drills will be conducted in both the fall and spring. Upon hearing the alarm, students are directed to their assigned safe area, where they assume a kneeling position facing the wall and cover their heads. Teachers will explain the procedures during class and practice the drills.

Any time it is determined that a student intentionally pulls a fire alarm, that student may be suspended from school for a period of time determined by school administration, and the infraction will be reported to 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, and mopeds:

Students will not be permitted to drive and park personal vehicles at school or surrounding grounds. Motorized bikes, including mopeds, are not allowed on the school premises. Bicycle racks are provided. All bicycles brought to school should be locked in the racks at all times.

School Bus Information:

Students riding the bus shall:

1. Be on time to the designated bus stop. The driver will not wait for late students.
2. Stay off the roadway at all times while waiting for the bus at the designated stop.
3. Cross in front of the bus and wait for a signal from the driver before crossing the road. Students must never cross behind the bus.
4. Wait until the bus has come to a complete stop when attempting to enter or leave.
5. Refrain from pushing or shoving while waiting for the bus to stop.
6. Keep arms and head inside the bus at all times and refrain from throwing objects out the windows or in the bus.
7. Remain in 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. 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 and the student may be denied the privilege of riding the bus.

Any student damaging bus property will be required to pay for the damage and will be suspended from riding the bus.

Students may ride only the 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. 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.

Students are expected to follow the expectations as listed on the PBIS behavioral expectations matrix for the bus.

ACADEMIC PROGRAM

Junior High Academic Requirements

The following standards shall be met for promotion to the ninth grade from junior high:

Students must pass the following

Seventh grade courses:

Language Arts (Full Year)

Global Studies (Full Year)

Mathematics (Full Year)

Science (Full Year)

Physical Education (Full Year)

Literacy (Full Year)

Art (Trimester)

FCS I (Trimester)

Music Elective (Trimester)

Personal Development 7 (Trimester)

Students must pass the following

Eighth grade courses:

Language Arts (Full Year)

American Studies (Full Year)

Mathematics (Full Year)

Science (Full Year)

Physical Education (Full Year)

Personal Development 8 (Trimester)

Applied Technology (Trimester)

2 Additional Electives

Student Schedules

During the winter, you will meet with your school counselor to register for courses for the following school year. The counselor will help you with course choices, but you should also speak with your parents and teachers about your plans. The more information you have the better decision you can make. Below is an outline of what happens:

January - Receive registration packets and Course Guide Book

February - Complete registration form and return it to school

August - Register for school, pay fees, and receive your schedule

Adding/Dropping a Course

Non-required elective classes may be added or dropped for a variety of reasons throughout the year. A “Drop Slip” is available from the guidance office. These forms must be completed and require signatures from parents, guidance counselor, and teacher.

Schedule Changes

With parent, counselor, and sometimes teacher permission, a schedule change can be made. Schedule change requests will generally NOT be approved unless circumstances exist that merit such a change. Requests for schedule changes for the purpose of being in classes with friends, not getting along with an instructor, and/or preferred lunch will NOT be approved. Changing to a different teacher will be permitted only if classes would become better balanced moving from larger class to a smaller class) and only with that teacher’s approval.

Some approved reasons for changing a schedule include:

- Special education program changes
- Making up a failed class
- Computer errors
- Changing to a more appropriate math, language arts, or literacy class
- Discovering personal strengths and weaknesses within an elective area

Grading/Promotion Policy

A letter-grading system, A, B, C, D, F (not passing) is used in most subjects. In credit/no credit courses “P” (credit) or “F” (no credit) is used. Students will receive a report a report card at the end of each twelve week period. Students receiving an “I” (incomplete) will have two weeks to make up the deficiency or the grade will be changed to reflect the missing work. If a student does not pass a required course they will be required to re-enroll in that course. Incompletes are not issued at the end of the third trimester.

Honor Roll

Students earning a grade point of 3.0 (B) or better will receive special acknowledgement. Students will receive a certificate at the end of 1st and 2nd trimester if they make the honor roll.

North Central Junior High also participates in awarding 8th grade students the Presidential Academic Award. Criteria for receiving this award are a 3.5 GPA and 85% Iowa Assessment in Reading/Math.

Grade Reporting

Parents can access information regarding student progress throughout Infinite Campus, the district's internet based student information program.

Counselors

A counselor is available to talk with students regarding their academic, personal, social, and developmental needs. Students are asked to sign up to see the counselor through the guidance secretary during passing time unless the situation requires immediate attention. Counseling staff will work to schedule student appointments at a time that causes the least disruption to the student's education.

Homework

Many teachers will assign homework to assist students with skill acquisition and practice. There are several places students can check for homework assignments including classroom white boards and teacher websites. 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.

In the event of a student's absence students should check directly with their teachers via e-mail and on teacher websites regarding missed assignments. **For every 1 day a student is absent, they will be given 2 days to make up homework assignments. Long-term**

projects or papers that were assigned prior to the absence will still be due on the original due date. Situations may arise that students need to work through the main office or guidance office to gather homework.

Textbooks

Textbooks are furnished by the school. Students must pay replacement cost for lost, stolen, and/or damaged books. Fines may be accrued for the following; if a book is damaged and needs to be rebound (e.g. broken binding), pen/pencil marks, torn pages, pages missing and water damages to texts. 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 Procedures/Rules:

1. **Students must bring their planner and work to study hall.** Students are expected to complete homework, study or read quietly.
2. Passes will not be honored until after attendance is taken. Passes to see a teacher, go to the Library or computer lab, must be obtained BEFORE the study hall meets. Passes in the assignment notebook may be used to go to your locker, the restroom or office.
3. To leave study hall students must sign out, printing first and last name, destination, period, time out and time in when returning.
4. Talking is not permitted unless permission is granted by the study hall supervisors.

Student Assistance

The North Central Junior High Philosophy states “students should have the opportunity to develop intellectually, socially and physically within a comprehensive curriculum” and to “develop self-discipline, pride in accomplishment, and 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 with a student or with a family member, repeatedly and definitely interferes 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, North Central Junior High can provide service to students and parents/guardians who are encountering learning, behavioral, and substance abuse problems through referrals to MECCA counselors, GWAEA staff, building counselors, and district health support persons. No records of a student's involvement are 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 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

Support 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 support referral action is initiated by any concerned individual. The referral is made by completing a referral form and submitting it to the counselors who will review the referral. Counselors will begin gathering additional information about the student. Evidence indicating that further investigation is warranted will result in a contact to the appropriate team or service provider.

The ICCSD enters into legal contracts with community agencies to provide support staff to assist administrators, counselors, and teachers when concerns arise regarding the health, safety, and social and emotional, and educational needs of students. General student information and student records may be shared with these agents of the district when a legitimate health, safety, social and emotional, and educational concern is involved.

Special Education

The Iowa City Community School District provides a continuum of special education supports at the building and district level. The district also works with Grant Wood Area Education Agency in providing additional therapy and evaluation services. Eligibility for services is determined by a multidisciplinary team that includes AEA staff, teachers, administrators, and parents.

School-based support services are available to assist staff, students, and families when concerns arise. These services are provided by building and staff as well as Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. The district also partners with outside agencies in order to provide specialized programs and services. Some of these agencies are Family Systems, United Action for Youth, Big Brothers/Big Sisters and the University of Iowa.

SCHOOL ACTIVITIES

A wide range of student activities is offered at North Central Junior High. These include boys and girls athletics, student government, and before/after school clubs. Students in good standing are eligible to participate in these activities. Students are encouraged to become involved in at least one activity during the school year.

All students participating in North Central activities are expected to have attended at least four of their scheduled classes (half the day) on the day of the scheduled student activity. This includes school parties, athletic practices and games, and musical events. Students who leave ill at any point in the day are ineligible for any after-school events or activities.

All students who participate in performances or competitive activities are subject to rules and expectations set forth in board policy 503.4C.

Leadership Activities

Lightning Leaders is the representative group elected by the staff to act as their leadership group.

Musical Concerts/Activities

Students may elect to take courses in band, chorus, or orchestra. Each music group will present several concerts during the school year. Music group participants must attend their respective concerts. Students participating in concerts may be required to dress as instructed for their concert performances.

School Parties

School parties are held in the school cafeteria and gym. These parties are planned by the Student Congress. Teachers, parents, and administrators chaperone the school parties. School officials must be notified by a parent that a student has permission to leave school parties early. Once students leave the school party they are not allowed to return.

Only North Central students are allowed to attend the school parties. An admission fee for the party will be determined by the Student Congress.

If students are directed to leave a party as a result of inappropriate behavior, their admission will not be refunded, and additional school consequences may be applied. School-day dress code expectations apply to school parties as well. Students failing to meet expectations may be asked to change or be sent home.

North Central Junior High does not take part in the planning or supervision of students at after-party activities.

ATHLETICS

Participation

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

1. Physical form signed by physician and parent or guardian
2. Insurance information
3. Emergency card, filled out by parent/guardian
4. Training Rules/Good Conduct Acknowledgement form
5. Permission to practice signed by parent/guardian

Games and Practice Schedules:

Because events are subject to change, consult the school's web calendar

<https://www.iowacityschools.org/Page/10656#calendar11464/20190708/month> for the latest information. Practice schedules will be distributed by coaches at the beginning of each season. Because of building security, students waiting for rides in the building after 4:20 pm are asked to wait in the commons near the main office entrance. Phones are available after practices and games in the coaches' offices. Students must pick up their possessions before going to practices or games as the entrance to the hall locker area is closed at 4:20pm for security reasons.

Athletic Practices

Practices are held at North Central with the exception of swimming. Swim team practices are held at the North Liberty Recreation Center.

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 which is available from North Central Junior High.

Activity Passes

Student activity passes for all City High, Liberty High and West High home athletic events may be purchased for \$30.00 at Registration.

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, 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.

Rules for Student Spectators

Students are welcome and encouraged to support their peers by attending extracurricular events after school. Due to the 3:00pm early dismissal time on Thursdays, students are required to leave school grounds from 3:00 to 3:45pm. Supervision is not available during that time as teachers have professional development meetings at the building and/or district level. The library is also unavailable during that time. The gym is open at 3:45pm on Thursdays and 4:00pm M,T,W,F for both student and community spectators. Students who do not abide by this policy may lose eligibility to attend after-school events.

Attendance

School attendance is critical to academic and personal success. Many of the planned learning activities during a school day cannot be "made up". The Iowa City Community School District adheres to strict guidelines regarding what constitutes an acceptable excuse for missing school. Students who have excessive unexcused absences may be referred to the court system as outlined below.

Acceptable Excuses for Absences and Tardies

School administration is empowered to approve an excuse to any student for the following reasons:

1. 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.
2. Medical, dental, chiropractic, optometric or other valid health-related appointments. To the extent possible parents or guardians are asked to make appointments during non-school hours.
3. A death in the immediate family or funerals for close relatives.
4. Religious holidays.
5. 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 parent(s)/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 vacations or trips without parent/guardian accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. Quarantine as imposed by the public health officer.
8. Attendance at special events of educational value as approved by school administration.
9. Approved school activities during class time.
10. Special circumstances that show good cause which school administration approves in advance.
11. Out of school suspension.

Students who are absent or tardy to school are asked to have parents or guardians call the school at 319-688-1210 prior to 10am on the day of the absence or tardiness. Before and after school hours voice mail will be in service to record attendance related messages. The office will issue an admit slip for 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 permit to leave the building will be issued to the student. Every effort should be made to make appointments outside normal school hours.

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 PE 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 express consent has been given by the principal. Students leaving school grounds without permission will be considered truant.

Truancy Policies

Students who do not come to school and students who come to school but who do not attend class/classes are considered truant, unless there is a reasonable excuse for the absence.

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:

1. 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:
 - A. Review of truancy guidelines
 - B. Time equivalent to the number of periods missed would be made up outside of school time, detention, or school community service will be assigned.

2. On the second offense, counseling would continue. Additionally:
 - A. Written notification of the offense and the punishment imposed would be sent to parents/guardians along with a copy of the truancy guidelines.
 - B. Time equivalent to the number of periods missed would be made up outside of school time, detention, or school community service will be assigned.

3. On the third offense:
 - A. Written notification to parents/guardians with copies to truant officer and superintendent or designee.
 - B. Mandatory parent/guardian-student conference to discuss problem and explore solutions, alternative schedules, special programs, etc.
 - C. Assigned to 3 hours detention or school community service.
 - D. Referral to social worker.

4. For fourth truancy:
 - A. Written notification to parents/guardians with copies to truant officer and superintendent or designee.
 - B. Notification of student's record to probation officer and county attorney. 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 mediation are violated by the parent, the building administrator or the appropriate truancy officer shall promptly institute proceedings against the parent.

5. Subsequent offenses: All subsequent trancies shall be treated as outlined in step 4. Only in very unusual circumstances will out-of-school suspension be used as a sanction for excessive absences.

Tardy Policy

Students are expected to be in class on time. If a student is tardy to class and does not have a pass from a staff member, it will be marked as an unexcused tardy. When a student arrives less than 10 minutes late to a class without a pass, it is considered an "Unexcused Tardy." (If a student is more than ten minutes late, it is considered an "Unexcused Absence" and consequences will be handled by the office).

Unexcused Tardies accumulate over the course of the trimester and start over at the beginning of each new trimester.

The consequences for Unexcused Tardies are as follows:

| Number of Unexcused Tardies | Code | Consequence |
|------------------------------------|-------------|---|
| 1st Tardy | UT | Student signs tardy document- considered a warning. |
| 2nd Tardy | UT | Student signs tardy document- considered a warning. Teacher contacts parent/guardian. |
| 3rd Tardy | UT | Student signs tardy document- 15 minute detention with teacher. Teacher contacts parent/guardian. Teacher and student problem solve how to be on time. |
| 4th Tardy | UT | Student signs tardy document- 30 minute detention with administration (before/after school or lunch). Administration contacts parent/guardian. |
| 5th Tardy | UT | Student signs tardy document- 1 hour detention with administration (before/after school or lunch). Administration contacts parent/guardian. |
| 6th Tardy | UT | Student signs tardy document- Administration contacts parent/guardian. Possible: In school suspension, escorted to class, further detention, loss of privilege(s) |

North Central Junior High

Honor Self, Honor Others, Honor NCJH

| Expectations | Learning Locations | Passing Time | Cafeteria | Bus | Restroom/ Locker Room | Extracurriculars | Digital | Community |
|--|--|---|---|--|---|--|---|--|
| <p>Be Respectful to others</p> | <ul style="list-style-type: none"> Positively encourage others Accept everyone's differences and right to learn | <ul style="list-style-type: none"> Keep hands and feet to yourself Use school appropriate language | <ul style="list-style-type: none"> Use please & thank you Welcome others to your table Use school appropriate language | <ul style="list-style-type: none"> Follow bus driver's instructions Follow safety rules Use school appropriate language | <ul style="list-style-type: none"> Maintain a phone-free zone Allow others to have privacy Leave others' property where it is | <ul style="list-style-type: none"> Have a positive and encouraging attitude Welcome everyone's contributions | <ul style="list-style-type: none"> Use only your own technology Help others, if asked Use social media wisely | <ul style="list-style-type: none"> Represent NCJH in a positive way Treat others the way you want to be treated. Use appropriate language |
| <p>Be Responsible for self</p> | <ul style="list-style-type: none"> Take ownership of your actions and their results Participate Stay on task | <ul style="list-style-type: none"> Get materials for class in a timely manner Keep locker combination to self. | <ul style="list-style-type: none"> Pick up after yourself Follow recycling procedures Leave the area cleaner than you found it | <ul style="list-style-type: none"> Remain in your seat Keep hands and feet to self | <ul style="list-style-type: none"> Leave areas clean and picked up Flush toilets & wash your hands Keep locker combination to self | <ul style="list-style-type: none"> Keep track of your own items Come prepared for the activity | <ul style="list-style-type: none"> Create a positive digital footprint Follow guidelines for appropriate use | <ul style="list-style-type: none"> Leave the community area better than when you arrived |
| <p>Be Ready to learn, lead, succeed</p> | <ul style="list-style-type: none"> Arrive on time with required materials Come to class with a positive attitude Be willing to voice thoughts and ideas | <ul style="list-style-type: none"> Get to where you need to be Keep it clean Encourage others to make good choices | <ul style="list-style-type: none"> Be on time Invite others to your table Encourage others to keep it clean | <ul style="list-style-type: none"> Be to the bus on time Represent NCJH in a positive way | <ul style="list-style-type: none"> Do your business and leave Keep it clean | <ul style="list-style-type: none"> Stay with your group Have equipment ready when activity begins | <ul style="list-style-type: none"> Know the difference between learning and social time Care for devices and report issues to teacher | <ul style="list-style-type: none"> Be a good citizen Represent NCJH in a positive way Encourage others to make good choices |

Responses to Inappropriate Behavior

Listed below are possible consequences to be administered for major behavior infractions.

- **Cancellation of privileges to special school activities such as dances, assemblies, or other school-sponsored activities.**
- **Confiscation of unapproved items, such as:**

Cellular phones, electronic games, laser pointers, pagers, cards, radios, I-Pods, caps or hats, skateboards, alcoholic beverages, drug paraphernalia, guns, water guns, potentially hazardous materials or objects, or other disruptive or illegal items.

- **Detention**
- **Dropped from Class or Class Changes**
- **Notification of Legal Authorities as appropriate**
- **In or Out -of-School Suspension**

Suspensions can be from 1-5 days

Suspensions of up to 10 days may be administered with approval of the superintendent

- **Expulsion:** School Board decision only
- **Parent School Conferences**
- **Payment for Damages**

Searches

The principal/designee may search a student's person, personal property, locker, vehicle, or possessions if there is reasonable and explainable 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, whether by the voluntary action of a student, by search of the student's person, personal property, locker, or 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. A copy of the District Grievance Procedure is available from the district website. It is also available at North Central.

A complete set of administrative policies and regulations referenced by this document can be obtained by requesting a copy from North Central Junior High.

INITIATIONS, HAZING, BULLYING OR HARASSMENT

Harassment, bullying and abuse are violations of the Iowa City Community School District's policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The Iowa City Community School District has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ❑ Tell a teacher, counselor or principal; and
 - ❑ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt, and
 - how the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities

A copy of district policies on harassment or bullying and the process involved in making a formal complaint may be found online:

<http://www.iowacityschools.org> under District Complaint Process.

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 child is substantially impaired by their disability, the Iowa City 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 our 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: www.iowacityschools.org under Departments click on Student Services.

Chapter 102-Reporting Child Abuse

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of abuse of students by school employees/volunteers. The below individuals are the designated Level One investigators/alternates for the Iowa City Community School District 2017-2018

- Kate Callahan, Director of Special Services
- Kingsley Botchway, Equity Director

A person(s) may call the ICCSD District office at 319-688-1000 for assistance in filing a Level One child abuse complaint.

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 a 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.

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.

4. When connected with a student's education financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized testing.
7. Accrediting organizations for accrediting purposes.
8. In connection with an emergency.

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 records they wish to inspect. The School official will make arrangements for access and notify parents 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 person 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, D.C. 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Receive Notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law

3. Activities involving collection disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use of-

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
3. Instructional material used as part of the educational curriculum

ICCSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ICCSD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. ICCSD will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Directory Information:

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents. (Board Policy 506.2)

Any student's parent(s)/guardian(s) not wanting this information released to the public may refuse consent to release directory information when completing the E-Registration permission page for their child, through their PowerSchool parent account.

Right to Challenge

Parents/guardians have the opportunity to challenge the contents of their child's educational 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.

Library and Computer Lab

The library is a large, well-equipped facility with books, magazines, supplementary teaching materials, audio-visual equipment, and computers for use by students and staff. North Central also has a general purpose computer lab. Students are expected to be on task, work productively, and use resources responsibly and appropriately. Food, candy and beverages are not allowed in the library or labs. Students who disrupt the working environment in these facilities will lose privileges.

Access to Library

The library and lab are open from 8:35 AM to 4:15 PM. These facilities are often reserved for classes. Individual students can access the library or lab before or after school. They can come during a study hall if a pass is obtained FROM THE LIBRARY staff before first period or during class with a teacher pass. **(Library is closed after school on Thursdays)**

The library subscribes to several web-based research tools, some of which are accessible from home as well as school. Students will receive instruction in the use of these resources in collaboration with classroom teachers as part of the integrated curriculum.

Borrowing Resources and Equipment

Books may be checked out for 2 weeks, with the option of renewal. Other resources have shorter loan periods. Fines are not assessed for overdue materials. Students must pay the replacement cost for lost or damaged materials. Some AV equipment is available for student checkout for school-related projects. Special permission forms are required for borrowing equipment.

Technology Resources and Use

Access to various technology resources is available to users for academic-related purposes. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

Users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of technology resources. The ICCSD Administrative Policy 509 outlines student use of technology resources. Violation of technology use guidelines will result in disciplinary action including loss of computer access privileges, suspension or expulsion, and/or legal action, if warranted. The user has been served notice that all uses of the ICCSD technology resources are monitored and all information is deemed as public and not private.

Technology Resources Use Guidelines

Acceptable Use - The use of the school's technology resources must be in support of education and research and consistent with the district's educational objectives. Technology resources not only include research and district-owned computers and servers but all resources

used in the infrastructure. The infrastructure includes the wired network as well as the wireless network (ICCSD) and the utilization of bandwidth associated with each segment of the network.

Technology resources **may** be used for academic, school-related purposes: e.g. instruction, research, production.

Technology resources **may not** be used for the following non-academic purposes:

- Playing non-educational games
- Instant messaging
- Excessive personal emailing or web surfing
- Accessing social networking sites for personal use
- Downloading and/or uploading non-school-related content

In addition, users are **prohibited** from:

- Creating or using proxy websites to bypass the district's filtering (CIPA) program
- Conducting a commercial business using the school's technology resources
- Running programs designed to intercept packets or to disrupt the security or operation of the school's network
- Participating in activities such as piracy-either the attainment or distribution of software or other copyrighted materials-over the school's network
- Hosting chats or games over the school's network

Privileges - The use of the school's technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action. Disciplinary action will be taken according to due process outlined in the student handbook. The following privileges may be denied as a result of disciplinary action:

- Access to a user folder (Home)
- Access to Google Apps for education account
- Access to printing
- Access to all productivity applications
- Access to the student information system
- Access to the library catalog
- Access to reference database
- Access to the internet

If a student is denied these privileges due to disciplinary action, necessary accommodations for completion of classroom assignments will be made.

If a parent wishes to exclude their child from internet usage, it should be indicated on the student registration card and notification sent to the director of instruction.

Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. Users are not to modify the standard configuration of any computer. Users must login and logout from the network properly. Users should report any malfunction to the appropriate staff. Users should not use the network in any way that disrupts use by others.

Email - User use of non-academic related email should be kept to a minimum. Messages relating to or in support of illegal activities may be reported to the proper authorities. Illegal activities are strictly forbidden. This includes but is not limited to threats, harassment, stalking, and fraud.

Intellectual Property - Users must respect the intellectual property of others by crediting sources and following all copyright laws. Users may not download or install software on school computers.

Vandalism - Vandalism will be grounds for losing technology privileges. This is defined as any attempt to modify, harm or destroy the equipment, the computer configuration, or data of another user, the school's network, the Internet, or any other network.

Network Accounts - Users are assigned a network account login which may be used on any computer in the school. The login gives users access to printers and resources. It also gives users storage space on the building file server. This space may only be used to store documents created for school-related projects. Users may not use the network to store programs or applications of any type, or non-school-related files. Files stored in users' accounts are not guaranteed to be private. School staff may review the contents of user accounts to maintain system integrity and ensure responsible and appropriate use. Inappropriate use of user accounts may result in disciplinary actions, including loss of computer access privileges.

Personal Computers Using Network - Users are permitted to access the school's wired and wireless network with their own computers, however the same acceptable use guidelines are in effect. Users may not engage in activities that consume excessive amounts of network bandwidth such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Security - Security on the computer network is imperative. Specific actions are prohibited:

- Using another user's account without permission

- Sending network broadcast messages, thereby disrupting network use by others
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Accessing unauthorized portions of the student information system
- Inappropriately messaging through the student information system

Any user identified as a security risk may be denied access to the school's technology resources.

Online Resources

To access these resources from home, you can go to the North Central Library homepage at:

<http://www.aea10.k12.ia.us/educators/online-resources>

Here you will find:

EbscoHost (a periodical and newspaper index with full-text articles)

Multimedia Archive (a database of over 750,000 AP photographs)

Britannica Online (an online encyclopedia with articles and much more)

iClipart.com (a huge database of clipart)

CultureGrams (information about countries of the world)

Teen Health & Wellness

Students have the login and password for these resources in their student planners.

Students doing research should use their Easybib account. Their login and password is the same as their network login and password. Easybib allows them to cite sources. Instruction on use of Easybib is provided by the teacher-librarian, Mrs. Carty.

- 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 POLICY

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Director of Equity & Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, (319) 688-1000, howard.eric@iowacityschools.org.