



NORTHWEST JUNIOR HIGH SCHOOL

1507 8th Street
Coralville, IA 52241
www.iowacityschools.org/NorthwestJH

ADMINISTRATION

Kimberly Fitten, Principal
Erin Thompson, Assistant Principal
Alexei Lalagos, Dean of Students
Ja'Korey Walker, Leadership Fellow

COUNSELORS

Michele Sadler (A-K)
Jacob Adams (L-Z)

CONTACT NUMBERS

Main Office (319) 688-1060
Main Office Fax (319) 688-1069
Counseling Office (319) 688-1063
Attendance Office (319) 688-1060

CORE VALUES

Teamwork • Respect • Understanding • Engaged

Iowa City Community School District Mission Statement

The mission of the Iowa City Community School District is to ensure all students become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community.

NORTHWEST JUNIOR HIGH STUDENT HANDBOOK

Purpose

This handbook has been designed as a useful guide for all Northwest Junior High School students and their guardians. Students and their guardians are expected to know the provisions of this handbook, which includes descriptions of the various policies and procedures under which our school operates. Adherence to these rules and expectations is essential for our school to function smoothly and efficiently for the benefit of all.

School district policies, rules, and regulations are in effect 12 months a year. They exist on school grounds, buses, while attending or participating in school activities, and while off school grounds if the misconduct directly effects the good order, efficient management and welfare of the school, or involves other students or staff. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

The ultimate purpose of education is to help each student become an effective citizen within our global community. Developing and accepting the responsibilities and obligations of good citizenship will help us all to live more productive lives. In addition to your academic work, it is our hope that you participate in at least one of the activities/clubs/organizations available during your time at Northwest Junior High. This will not only enhance your school experience, but will also aid your personal growth. Remember that your success at Northwest Junior High School will be directly proportional to your efforts.

***All Iowa City Community School District Board and Administrative Regulations are available on the district website, or upon request**

STAFF EMAIL ADDRESSES CONVENTION

To communicate with Northwest Junior High School staff members by email, please use the staff member's last name and a period, followed by their first name @iowacityschools.org.

Ex: Kimberly Fitten
fitten.kimberly@iowacityschools.org

NON-DISCRIMINATION STATEMENT

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, Dir. of Equity & Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, Howard.Eric@iowacityschools.org

NORTHWEST JUNIOR HIGH SCHOOL FACULTY 2023-2024

Administration

Kimberly Fitten
Erin Thompson
Alexei Lalagos
Ja'Korey Walker

Art

Delaney Keitel

Counselors

Jacob Adams
Michele Sadler
Maurice Woods (SFA)
Tamika Manson (SFA)

ELL

Puja Birla
Kami Blackwell
Ismenia Castelan

FCS

Danielle Busher

Language Arts

Emily Pitlick
Sonja Bruxvoort
Kelsey Chingren-
Lockhart
Quinn Dreasler
Andrea Flack
Brooke Freund
Elizabeth Leslie
Michelle Nourski
Alex Parham

Industrial Tech.

James Adams

Library

Elizabeth Schau

Math

Bill Ahern
Nicole Hegewald
Mark Norton
Andrew Quinlisk
Angela Scholl
Tara Tully
Anastasia Vest

Music

Kevin Brown
Joshua Carlo
Kylie Garringer
Kathryn Swinbank

PE/PD/Health

Stephen Breitbach
Megan Carlo
Rich Abrams
Zachary Smith

SPACE

Corderol Campbell

School Facilitator

Zach Armstrong

Behavior**Intervention**

Amber Porter

Science

Payton Busch
Kathryn Hottinger
Ty Luett
Brigid Ryan
Tim VanDee
Susan Wu
Megan McVancel

Social Studies

Travis Craig
Kurt Crock
Joel Flack
Mick Weitz
Andrew Stratton

Student Support Services

Corrina Cullen
Morgan Foley
Jess Harris*
Paul Knedler
Lisa Michels
Kerri Potter*
Dave Raaf
Austin Schmuecker

World Language

Sydney McDermott
Deron Thompson

***signifies IDS**

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DAILY BELL SCHEDULE 2023-2024

Bell Schedule	M-T-W-F	Thursday
Advisory/Intervention	8:50-9:18	
1st Period	9:22-10:04	8:50-9:32
2nd Period	10:08-10:50	9:36-10:14
Lunch 1	10:54-11:24	10:18-10:48
3-1 Period	10:54-11:36	10:18-10:56
3-2 Period	11:28-12:10	10:52-11:30
Lunch 2	11:38-12:08	11:00-11:30
4-1 Period	11:40-12:22	11:00-11:38
4-2 Period	12:14-12:56	11:34-12:12
Lunch 3	12:26-12:56	11:42-12:12
5th Period	1:00-1:42	12:16-12:54
6th Period	1:46-2:28	12:58-1:36
7th Period	2:32-3:14	1:40-2:18
8th Period	3:18-4:00	2:22-3:00

School Hours

Classes begin each day promptly at 8:50 AM. The school day ends at 4:00 PM on Monday, Tuesday, Wednesday and Fridays. On Thursday and other designated early release days, school ends at 3:00 PM. Students have limited access to the building prior to 8:35 AM. Students are to leave the building by 4:10 PM 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 PM.



IMPORTANT DATES 2023-2024

NEW PARENT MEETING

(VIRTUAL) August 21

6:00 pm-6:45pm (Virtual)

PARENT ATHLETICS MEETING

(VIRTUAL)

August 21

6:45PM-7:15PM (Virtual)

NEW STUDENT ORIENTATION

August 22

2:00 pm-3:30 pm

FIRST DAY OF SCHOOL

August 23

4:00 pm Dismissal

PARENT TEACHER CONFERENCES

October 10 (in person)

4:30pm-8:00pm(in person)

October 17 (virtual)

4:30pm-8:00pm(virtual)

January 18 (virtual)

4:30pm-8:00pm(virtual)

April 23 (in person)

4:30pm-8:00pm(in person)

NO CLASSES

September 4

No School: District Closed

September 25

No School: District Closed

October 13

No School

October 16

No School

November 17

No School

November 22-24

No School: District Closed

Dec 25/January 5

No School: District Closed

January 15

No School: District Closed

February 9

No School: District Closed

February 12

No School

March 4

No School

March 11-15

No School: District Closed

April 10

No School: District Closed

April 19

No School: District Closed

May 27

No School: District Closed

June 5

Last day of classes for students (one hour early release)

MIDTERMS & END OF TRIMESTERS

October 3 Midterm

November 16 End of 1st Trimester

January 17 Midterm

March 1 End of 2nd Trimester

April 23 Midterm

June 5 End of 3rd Trimester



ACADEMICS

Academic Honor Code

Northwest Junior High students are expected to demonstrate and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit. Students are expected to give credit to sources consulted in research through proper documentation and citation. Most initial academic honor code violations are considered minor behavior infractions; therefore, the classroom teacher will determine appropriate corrective actions and/or consequences. The following are specific violations to the academic honor code:

1. Cheating

- a. Unauthorized use of materials (notes, calculators, phones etc.) during an assessment.
- b. Copying the work of others and/or allowing others to view your answers or copy your work during an assessment or on any individual classroom assignment.
- c. Allowing other parties to assist in the completion of your test, quiz, homework, projects, papers, or assignments when not permitted.
- d. Helping or attempting to help another individual commit an act of academic dishonesty.

2. Plagiarism

- a. Presenting the work of others without proper acknowledgement.
- b. Claiming the words and ideas of another as one's own.
- c. Failure to properly cite and specifically credit the sources of both text and web materials in papers, projects, or other assignments.

3. Forgery

- a. Altering a score, grade, or schedule change on an academic record.
- b. Forging the signature of a teacher, administrator, counselor, other staff member, or guardian without proper authorization.

4. Obtaining an Unfair Advantage

- a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
- b. Retaining, possessing, using or circulating previously given examination materials, when those materials are to be returned to the instructor.
- c. Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work.

Infinite Campus

Infinite Campus is our web-based student information system that gives students and their guardians access to attendance, grades, assignments and much more. This allows guardians the ability to be well informed and to monitor student progress. Students will be given a password and log-in at school; guardians can receive their password and log-in by going to the Northwest Junior High Counseling Office. A link to the Infinite Campus login is accessible from the district website at <https://www.iowacityschools.org/domain/31>. The Infinite Campus Mobile App download directions may also be accessed at the same district website location.



Course Changes and Scheduling

Students are encouraged to approach the course registration process in a serious and thorough manner to prevent any errors in your schedule. A schedule change request will not be approved unless circumstances exist that would merit such a change (e.g.: a failure in one trimester of a sequential course or unbalanced class numbers). Schedule changes for the purpose of shortening the regular school day, for employment unrelated to school programs, or for unnecessary change of teacher requests will not be sufficient reason for a change request.

1. Course Changes Before the Trimester Begins

- a. Students should complete and return the Schedule Change Request Form with guardian signature.
- b. Requests may be granted if space is available and class balance can be maintained.
- c. All schedule changes need to be made prior to the start of the trimester.

Physical Education Requirements and Regulations (Ref. Board Policy 603.6)

Physical education is required for one trimester each year in junior high school. Student attendance requirements for PE are the same as any other class at Northwest Junior High.

Medical PE Waiver

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.

Withdrawal from School

The Counseling Office will issue a check-out form. Books, Chromebooks, and other supplies that belong to the District must be returned to the Library. All fees must be paid at this time in the Main Office. If the student is transferring to another school, the new school will notify Northwest Junior High and the proper records will be forwarded.



Grading and Make-up Work

Northwest Junior High teachers follow the best practices outlined by the district. Though there may be individual variations between classes, the general guidelines include:

1. **Late Work**

Any assignment that is essential to demonstrating proficiency of a standard should be accepted within the current grading term (trimester) without penalty. (Teachers may establish a deadline for late work a maximum of 7 days prior to the end of the term).

2. **Redos and Retakes**

Teachers will allow students the opportunity to redo and retake assessments up to 2 weeks at the end of a unit. This opportunity will be available for all students only after they complete the required tasks determined by teacher and/or PLC teams. A student's final score should not be penalized or points reduced when completing a redo or reassessment. Assessments at the end of a trimester may not be eligible for redo due to the timeliness of when grades need to be entered.

3. **Grading Homework & Formative Assessments**

Homework and formative assessments should be seen as practice or to inform teacher instruction, therefore homework and formative assessments should account for no more than 15% of a student's overall term (trimester) grade.

4. **Extra Credit**

Extra credit opportunities will not be provided to students.

5. **Grading Behavior/ Compliance**

Student behavior, compliance, and participation, not related to demonstrating proficiency of a standard, should not be reflected in the students' grades. (Some classes, including Physical Education and Learning Support, may differ from this guideline)

6. **Zeros**

It is best practice for teachers to consider the following:

How to best communicate missing assignments to students and families that may include entering zeros or fifty. When finalizing grades, teachers should consider the performance of students on assessments. (Ex: a student should not fail a course if they show proficiency/mastery on an assessment, but failed to turn in homework)

Make-up Work

1. **For absences due to illness:** Student should complete make-up work in the same number of days as the absence plus one additional day. If able, it is recommended to email your teachers and check Canvas for missed information and material. In cases of prolonged illness or unique circumstances, special arrangements may be made with the teacher(s) or counselor
2. **For absences related to school-sponsored activities:** Student must notify and make arrangements with their teacher(s). They are expected to participate in scheduled class activities immediately upon their return.
3. **For absences due to suspension:** The best way to contact your teachers during a suspension is through email. It is also recommended to check your teachers Canvas page for up-to-date information. Students are expected to arrange all expectations with all of their teachers.



ATTENDANCE

(Reference Administrative Guideline 501.5) Students are expected to be in all scheduled classes and to make daily attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. The Iowa City Community School District Board of Education has outlined policies for the expressed purpose of encouraging regular attendance practices on the part of junior high school students.

Reporting an Absence

If a student is going to be absent from school, guardians are asked to call the Attendance Office: 319-688-1060, and report the absence before it occurs. Calls can be placed during school hours (8:00 am-4:30 pm) as well as before/after- voicemail is available.

- The following information needs to be included on an attendance call/message:
 - Your name and relationship to the student
 - Student name and their current grade
 - Date(s)/time(s) the student will be absent
 - Reason for the absence (see acceptable excused absence list below)
- Guardians cannot excuse absences where a student is still on campus but missing class.
- When unable to contact Northwest Junior High prior to an absence, it is highly encouraged to do so within 48 hours of the absence.
- Guardians can assist in providing the best possible educational experience for the student by only asking to excuse their child from school in cases of emergency or illness; not for things that can be completed outside of school time. Therefore, please be aware that guardian requests to excuse an absence will not always be granted. To insure the safety of all students, if a guardian does not call the school, the attendance office will contact the guardian.

The following is a list of acceptable excuses for absences, tardies, and departures:

1. Evidence that the student is not in proper physical or mental conditions to attend school or an educational program. The district may request the guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an 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 professional appointments. Guardians are requested to make their appointments during non-school hours if possible.
3. A death in the immediate family or funerals of 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 guardian(s) on a vacation, which cannot be scheduled when school is not in session. A 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. If attendance is satisfactory, the attendance officer may excuse up to 5 days a year for family trips. Student vacations or trips without guardian accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value or school activities as approved by the school attendance officer.
9. Special circumstances that show good cause which the school attendance officer approves in advance.
10. Out of school suspension.



Commonly Used Attendance Codes for Absences:

- “Excused Absence”- “EA”
 - Guardian calls the student in absent (family emergency)
- “Illness”- “ILL”
 - Guardian calls the student in to attendance as being sick
- “Medical Excused”- “MED”
 - Student is present in a medical facility for treatment
- “Unexcused Absence”- “UA”
 - Truancy, skipping class, , unexcused, leaves class without permission
- “Vacation”- “VAC”
 - Student is out-of-town on a family vacation
 - It is recommended to avoid these during the school year. Up to 5-days per year may be pre-approved with administration if student is in good standing.
- “Activity”- “ACT”
 - School related absences (field trips, athletics, college visits (4/yr.), etc.)
- “Appointment”- “APP”
 - Guardian calls the student in for an appointment (Doctor, dentist, optometric, etc)

Excessive Excused Absences

Absences can be classified as either excused or unexcused, however, regardless of classification the number of days absent can reach a level of concern and be considered excessive. School related excused absences, approved medical absences, suspensions, and special circumstances are not factored into the excessive absences total.

1. After 4 excused absences in one class teachers are encouraged to contact the student’s guardian(s) if a concern exists.
2. After 5 excused absences in one class, a call from the attendance office will be placed home to request documentation for future excused absences.
3. After 7 excused absences, the attendance office will send an attendance letter home encouraging regular attendance practices.
4. After 9 excused absences from one class, a meeting will be arranged with an administrator and/or counselor. The meeting will be designed to discuss the reasons for excessive absences, and to discuss how to improve attendance.

Partial Day Absences

Students must be in attendance at school periods 5-8 at a minimum in order to participate in after-school activities or events.

Unexcused Absences (Truancy) Policy (Reference Board Policy 501.10)

An unexcused absence is an absence not approved by the guardian(s) and/or the school. The guardian(s) of any student with an unexcused absence will be notified of the absence by phone through our automated system, and by a school administrator if disciplinary action is taken. All work missed during an unexcused absence will be made up at the discretion of the teachers involved. Examples of unexcused absences are listed below:

- A student who reports to school after an absence and the guardian has failed to notify the school will be considered truant
- Oversleeping
- Leaving the classroom without permission
- Skipping class
- Wandering throughout the hallways/school building during assigned class time
- In other area of building, other than where assigned (even with guardian approval)



Unexcused Absences (Truancy) Consequences

The Northwest Junior High Truancy Policy will be enforced utilizing administrative discretion to determine the step placement for each student, and what the specific consequence(s) will be. A student who is under sixteen (16) years of age by September 15, in proper physical and mental condition to attend school, and who fails to attend school regularly without reasonable excuse for absence is in violation of the state compulsory attendance laws. The Northwest Junior High truancy officer will also be contacted regarding repeated truancy of these students.

- 1st Step
 - Warning
 - Lunch detention
 - Referral to school counselor and/or Student Family Advocate
- 2nd Step
 - Loss of special privileges
 - Restricted lunch
 - Multiple lunch detentions
 - Conference call with administration, student, guardian
 - Attendance notification letter mailed home
- 3rd Step
 - Mandatory guardian attended attendance meeting with administration
 - Attendance plan completed & attendance contract issued
 - In-school suspension
 - Habitual Truancy Referral (County Attorney's Office)
- 4th Step
 - Referral/reassignment to an off-site district program

Planned Absences

It is the student's responsibility to inform teachers if they know, in advance, they are going to be absent from school. Arrangements are to be made with each teacher concerning make-up work. Guardian(s) are expected to make a phone call to the attendance office (319-688-1060) to notify the school of their students planned absence.

Northwest Junior High Tardy Policy

Students at Northwest Junior High School are expected to be in class and ready to learn by the time the bell rings. A warning tone will sound during passing time indicating there is 1 minute left to get to class. Timeliness is expected, even for lunch.

- If a student is late to a class period, they need to report to the library (2nd floor) or main office (1st floor) and receive a tardy pass in order to be admitted into the classroom.
- A student with multiple tardies might not be allowed to participate in PBIS reward activities.



Commonly Used Attendance Codes for Tardies:

- “Excused Tardy”- “ET”
 - Student has a legitimate reason for arriving late to class, with pass
 - Student attends a minimum of ten (10) minutes of class. This allows student time to check with their teacher on what they missed
- “Unexcused Tardy”- “UT”
 - Student arrives after the bell and within the first five (5) minutes of class, no pass
 - Verbal notification is given to the student by the teacher, marked in Infinite Campus
- “Unexcused Extended Tardy”- “L”
 - Student arrives after the first five (5) minutes of class, no pass
 - Verbal notification is given to the student by the teacher, marked in Infinite Campus
- “Unexcused Absence” – “UA”
 - Student arrives with ten (10), or fewer, minutes remaining in class will be counted absent.
 - Guardian will be notified of the “absence” through our automated system

Tardiness Consequences

The Northwest Junior High Tardy Policy will be enforced utilizing the following procedures, and administrative discretion, to determine reasonable interventions and/or consequences. The ultimate goal is to preserve instructional time for the student and their classmates.

*** Per Trimester Tardy Procedures & Consequences**

Tardy Intervention Procedures & Consequences

- **1st/2nd/3rd Tardy** – Student receives verbal notification from the teacher. Teacher will contact home.
- **4th6th Tardy** – Teacher completes attendance referral in Infinite Campus. Student Advisory Center (SPACE) assigns lunch detention, completes Tardy Action Plan (TAP), calls home and mails attendance letter with copy of the TAP.
- **7th and subsequent tardies** – Teacher writes referral in Infinite Campus. Dean of Students sets up guardian meeting to discuss further attendance supports, including:
 - Continued lunch detentions
 - Pass restriction
 - PBIS check in/check out
 - Escort
 - Cell phone check in/restriction
 - District attendance plan and monitoring



BEHAVIORAL GUIDELINES

Northwest Junior High PBIS Mission Statement

The PBIS mission of Northwest Junior High is to establish positive behavioral supports to create a culture and environment that promotes the success of all students. We will provide this through:

1. The development of clearly defined and consistent student expectations and accountability which reflect our core values of “Teamwork, Respect, Understanding, Engaged”
2. Continuous analysis of appropriate data to drive ongoing decision making
3. Application of research-based best practices to improve student management and student outcomes

Northwest Junior High PBIS

Northwest Junior High School’s PBIS guidelines are based on providing clear expectations for student behavior. The goal of PBIS is to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions. Students are in control of their own behavior and therefore must take ownership in the consequences that accompany.

An important part of the educational process is helping students become aware of their rights and the responsibilities that accompany those rights. Northwest Junior High School has the duty to create a respectful environment where students learn how to work as a team and begin to lead. These core values will be recognized both positively and productively.

Throughout the school year, students will be exposed to different behavioral expectations that are transferable across the various environments they experience as a Northwest Junior High student, and out in the community. Northwest Junior High students and staff have created videos and lessons that demonstrate expected positive behaviors in each of these spaces. Signage is also displayed throughout the building that will help in reminding students of actionable behaviors that represent Northwest Junior High’s core values: **Teamwork, Respect, Understanding, Engaged**. Northwest Junior High School PBIS behavioral expectations shall apply to the following situations:

- When on school premises
- When attending school sponsored events
- When on school buses or school provided transportation
- When engaged in school sponsored activities
- When away from school at such activities
- When representing Northwest Junior High in the community



BEHAVIORAL GUIDELINES: TRUE MATRIX

Northwest Junior High: Stay TRUE

Teamwork

- Be a good leader and supporter
- Set a positive example for others
- Allow everyone to have a say

T

Respect

- Follow school expectations
- Keep hands, feet, and objects to self
- Be patient and friendly

R

Understanding

- Take ownership of your behavior
- Treat others with kindness
- Recognize and celebrate differences

U

Engaged

- Be prepared to learn with a positive attitude
- Listen for understanding
- Give your best effort

E



When a student's behavior jeopardizes the good order, management, or welfare of the school, consequences will be imparted per the following discipline policies and procedures:

Student Code of Conduct (Reference Board Policy 503.1)

The Iowa City Community School District believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students should conduct themselves in a manner fitting to their age and maturity with respect and consideration for the rights of others while:

1. On school district property or on property within the jurisdiction of the school district;
2. While on school owned and/or operated school or chartered buses;
3. While attending or engaged in school activities;
4. While away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the educational program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to obtain their education or participation in educational activities;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Impermissible Conduct & Consequences

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;



8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment in any form of another person;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

School personnel utilize administrative discretion to determine precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequence or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the factors contributing to the student's actions. A student may struggle in an academic class because they lack some, or all, of the skills necessary in that particular course. Similarly, a student misbehaves because they lack the behavior skills necessary for success. Northwest Junior High staff will place a large emphasis in teaching appropriate behavior skills to all students, especially those who are at an increased need. The range of available consequences or disciplinary measures include, but are not limited to, the following:

- Student conferences; Restorative practices (circles, mindfulness, affective statements, collaborative agreements); Learning opportunities/modules; Development and implementation of an improvement plan; Warning; Loss of special privileges (open campus/periods, parking, dances, etc.); Referral to counseling staff; Reassignment to another class; Confiscation of unapproved items (cell phones, skateboards, etc.); Guardian/teacher conference; Guardian/administration conference; Work option or community service; Before/after school detention; Lunch detention; Restricted lunch; SAC referral; Guardian contact; Probation; In-school suspension in SAC; Out-of-school suspension; Reassignment to an off-site district program; Expulsion; Payment of damages; Notification of law enforcement



Common Behavioral Guidelines Definitions

Student Prevention Access Connection Engagement center (SPACE)

- Our student SPACE is a place where students can deescalate, problem solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.
- If students are directed by staff to go to SPACE they should await an escort and follow staff directions. Failure to do so may result in additional school consequences.

Detention/Lunch Detention

- Students are required to serve detention in the designated lunch detention room.
 - All detentions must be served within one week of the assigned date, or additional consequences may occur.
 - Student privileges such as attendance at PBIS celebrations can be revoked for not serving detentions.

Probation

- Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet the conditions and terms shall result in immediate reinstatement of the penalty.

In-School Suspension

- In-school suspension (ISS) may be assigned in lieu of out-of-school suspensions. Student will be required to remain in SPACE during the school day. If a student is in SPACE for ISS, the student may not be allowed to practice or compete in co-curricular events that day. Guardians will be notified of the suspension, and a conference may be required for re-admittance. Use of electronic devices such as cell phones and iPods are prohibited during ISS. ISS engagement may include problem-solving educational components and classwork completion.

Out-of-School Suspensions

- Student required to stay out of school during the school day, including extracurricular practices, meetings, and events. Guardians are notified of the suspension and a conference is generally required for re-admittance. Student is responsible for make-up work missed during the suspension period as negotiated with each teacher.

Due Process (Reference Administrative Guideline 546)

Students are entitled to fair treatment when disciplinary sanctions are necessary. The due process available to students includes:

1. Student is provided with accurate information regarding rules and regulations;
2. Student is made aware of specific behaviors giving rise to any proposed action;
3. Student will be offered the opportunity to express their views regarding the incident.



Student Complaints and Grievances (Reference Board Policy 502.4)

Step I: Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

Step II: If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision.

Step III: If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

Step IV: If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

Technology Use Expectations

Includes district owned technology and student owned technology (cell phone, smart phone, tablets, etc.) at school, at school related functions, and during transport on school vehicles. This includes students and visitors.

1. Users shall be courteous and respectful of others.
2. Profanity, vulgarity, obscenity, language that is harassing, any form of bullying, derogatory or otherwise inappropriate for the school environment is not permitted. Language that promotes illegal activity or dangerous acts, lewd or plainly offensive, creates a material disruption to the school environment, or contains knowingly false, recklessly false, or defamatory information is not permitted.
3. Users shall not display, send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Users shall notify a staff member in the event inappropriate material is inadvertently accessed. Users must not redistribute contents described or will be subject to disciplinary action.
4. 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.
5. Devices cannot be used to cheat on school assigned tasks.
6. Users have no right or expectation of privacy with respect to their use of school technology. School administration and IT personnel retain the right to access and monitor the activities and files of all users, at any time for any reason on school owned devices.
7. Students may use cell phones, smart phones, or other handheld or wearable devices with staff permission only in accordance with each building's policy.
8. Cell phones with cameras and other portable 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.

Disciplinary Sanctions:

1. The use of school technology is a privilege and may be revoked at any time by the school administration for violation of this policy or for engaging in any inappropriate use of school technology.
2. Violation of building policies regarding cell phones, smart phones, or other handheld or wearable devices will be subject to the discipline policies of Northwest Junior High and the district.



Student owned technology, searches and confiscation of cell phones:

1. Student owned technology may be confiscated if a student violates school policies such as displaying a cell phone at a time cell phones are not permitted.
2. A school official may search student owned technology when they have a reasonable suspicion that a search will reveal evidence that the student has violated or is violating school rules, school policies, or the law. Students may be subject to discipline for content found on student owned technology.
3. If a school official finds content that violates school rules, policies or the law while searching for another reason (trying to determine the owner of a lost phone, suspected cheating on a test, etc.) students may be subject to disciplinary action.
4. If a school official finds a student is in possession of child pornography, which includes nude photos, or partially nude photos, of minors, staff will confiscate technological devices. Law enforcement will be contacted to determine if a further investigation is warranted. Staff members will not place potentially pornographic materials on their school or personal devices to retain as evidence.

Content on student owned technology off school grounds:

1. If inappropriate content/message from student technology has caused or is likely to cause a “substantial disruption” or “material interference” at school the school may take action, regardless of when or where the message was sent.
2. If content is considered a credible threat to persons or property, school officials may take disciplinary action regardless of when and where the message was sent. Law enforcement will be contacted to determine if further investigation is warranted.

Cell Phone/Personal Technology Policy & Confiscation Procedures

Cell phones: Students may use cell phones during passing time, at lunch, and in study hall 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). At Northwest Junior High School the following steps will be used to enforce the policy.

1. At the tardy bell all phones and earbuds are put away and out of sight. (not used as calculators, to listen to music, etc.)
2. If there is a phone or earbuds out we give the students a choice:
 - Give to teacher (put in class holder and get at the end of class)
 - Office staff will come to collect, cell phone stays in office until the end of the school day
3. If a student’s cell phone/device becomes a habitual distraction, it may 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



Anti-Bullying/Anti-Harassment Policy (Reference Board Policy 104)

I. Initiations, Hazing, Bullying or Harassment

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

Harassment and bullying may include, but are not limited to, the follow following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

II. Procedures

We want all of our students to feel safe and supported. Harassment, bullying, hazing, and other forms of victimization are prohibited in the Iowa City Community School District. If you or someone you know has been victimized, you are encouraged to report the incident(s) in one of two ways:

1. Tell a teacher, counselor, principal, or other appropriate school employee, write down what happened, keep a copy and give a copy to the teacher, counselor, principal, or other appropriate employee including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and how the harasser responded
2. Report bullying, sexual harassment/assault, or a school safety concern anonymously by text:
 - TEXT: @SAYIT
 - TO: 833-769-0372

Student Appearance (Reference Board Policy 502.1)

The primary responsibility for a student’s attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student. It is also the responsibility of the district to ensure that student attire does not contribute to any bullying/harassment or shaming that could create a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code.

These district student dress code and enforcement policies apply to the entire district and take steps to ensure that all schools in the district adopt and follow them. Student dress codes will not be enforced in different ways that result in inequities within districts or in ways that are inconsistent with the law or other district intent.

1. **Basic Principle:**

Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. Cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.



2. **Students Must Wear:**
 - *Top:* shirt/dress, *Bottom:* pants/sweatpants/shorts/skirt/dress/leggings (There will be no restriction on the length of shorts/skirts/dresses so long as they do not expose genitalia or buttocks), Shoes: activity-specific shoes requirements are permitted (for example for sports)
3. **Students May Wear:**
 - Hats, including religious headwear, Hoodie sweatshirts (over the head is allowed), Fitted pants, including leggings, yoga pants, and “skinny jeans”, Midriff baring shirts, Pajamas, Ripped jeans, Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops, Athletic attire, Clothing with commercial or athletic logos
4. **Students Cannot Wear:**
 - Violent language or images, Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, Hate speech, profanity, pornography, Images or language that create a hostile or intimidating environment based on any protected classes, bathing suits, helmets or headgear that obscure the face (except for religious observance or medical purposes)

Student Lockers (Reference Board Policy 502.5)

Student lockers are the property of the District. Students shall use the lockers assigned to them by the District for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal/designee of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched at any time and without advance notice, in compliance with Board policy regulating search and seizure.

Weapons Policy (Reference Administrative Guideline 502.6)

The Iowa City Community School District has zero tolerance for unauthorized weapon possession. Weapons, look-a likes, other dangerous objects, and any instrument used as a weapon in District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the District premises or property within the jurisdiction of the District.

Weapons or other dangerous objects that are brought onto school property, shall be taken from students and others who bring them. Students who violate the weapons policy, as defined in Board policy 541, shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. Guardians of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.

Safe Gun Storage: The Iowa City Community School District Board of Education directs the superintendent to explain the importance of secure gun storage and legal obligations to protect minors from accessing irresponsibly stored guns. Iowa Code § 724.22(7) makes it a crime to store or leave a loaded but unlocked or unsecured firearm where the person storing or leaving the gun knows or has reason to believe that a child under the age of 14 is likely to gain access to the gun without the permission of the child's parent or guardian. Please find the entire Iowa Code section here: 724.22 Persons under twenty-one--sale, loan, gift, making available--possession.



Alcohol/Substance Use/Abuse/Possession (Reference Board Policy 502.7&502.7G1)

The District recognize the following as serious violations of the school's disciplinary Policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the district. It shall be the responsibility of the student/and or guardian to enroll in the program of substance abuse evaluation.

School officials will also notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of that athletic department or other departments.

Search and Seizure (Reference Board Policy 502.8)

The School District property is held in public trust by the Board. School District authorities may, without a search warrant, search students or protected student areas, based on a reasonable and articulable suspicion that a school District policy, rule, regulation or law has been violated. The search is a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school District facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to:

- nonprescription controlled substances; marijuana; cocaine; amphetamines, barbiturates; apparatus used for controlled substances; alcoholic beverages; tobacco; e-cigarettes, vapes, Juuls, etc.; weapons; explosives; poisons; stolen property; items violating other school policies/rules/regulations; items not being used appropriately

Such items are not to be possessed by a student while they are on school District property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school District.



Interviews by Outside Agency (Reference Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than guardians and school district officials and employees. Requests from law enforcement officers and those other than guardians, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the guardians to inform them of the request and ask them to be present.

Student Fees, Fines, and Charges (Reference Board Policy 503.3)

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property. Guardians of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the guardian. Fines or charges assessed for damage or loss to school property are not fees and will not be waived. All fees, fines, and charges may be paid in the main office.

Full, partial, and temporary fee waivers are available if student guardian(s) meet the financial criteria

Textbooks

All textbooks will be checked out through the Northwest Junior High Library. Each student is responsible for the safekeeping of their textbooks. A fine will be assessed for excessive wear or damage to books, and for lost or stolen books.

Parent, Guardian, and Community Concerns

In addition to the Iowa City Community School Districts complaint and grievance process, the Iowa Department of Education also has a process in place. For concerns about school districts or governing boards the Iowa Department of Education has made available the following website for parent, guardian, and community concerns: <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>.

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct rule.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performances', drama productions, all co-curricular clubs, or any other activity where the student represents the Iowa City Community school District outside the classroom.



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 student and parent/guardian
3. Head injury form signed by student and 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/2615> (hover over "Athletics").

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 and lock other items in their PE locker as the main entrance to the hall locker area is closed at 4:10 p.m. for security reasons. For away games, students should take all belongings with them.

Sports Seasons:

FALL: August to October - Football (7th + 8th Grade), Girls Volleyball, Boys and Girls Cross Country, Girls Soccer

WINTER 1: October to December - Boys Basketball, Girls Swimming

WINTER 2: December to January- Boys Swimming, Girls Basketball, Wrestling (Feb/March)

SPRING: March to May - Boys and Girls Track, Boys Soccer

For complete and up-to-date calendar information for each sport, consult the Northwest website: <https://www.iowacityschools.org/domain/2615>.

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 policies).

School Attendance

1. A student is expected to attend, at a minimum, periods 5-8, immediately prior to the competition or practice to be eligible to participate in a practice, competition or performance scheduled on the same date, unless otherwise authorized by principal or designee.



2. Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
3. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Any student who is found to have violated the school's Good Conduct rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities:

1. Possession, use, or purchase of tobacco products, regardless of the student's age. This includes electronic cigarettes, Juuls, or any other vaping device.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Violation of rules throughout the calendar year whether at or away from school will result in the following action:

- **First Offense within the Student's Athletic/Activity Career**— suspension from one-third of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
- **Second Offense within the Student's Athletic/Activity Career**— suspension from one-half the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
- **Third Offense within the Student's Athletic/Activity Career**— suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.

Additional Guidelines

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and the administration. The student activity Conduct Code will be shared in writing with students and guardians at the beginning of the season or activity.

The student activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administration to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur. The administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws and club events.



STUDENT SERVICES & GENERAL INFORMATION

Educational Support Services for Students

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 the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, guardians will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with school work. Information about 504 plans can be received through the school counselors and/or administration.

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 student 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 questions regarding 504 eligibility and reasonable accommodations for your student, please contact your building administration, school counselor, or the equity director for additional information. A Guardians Guide to Section 504 brochure is also available on the district website/equity link at: www.iowacityschools.org.

Special Education

The Iowa City Community School District recognizes that some students have different educational needs than other students. The district shall provide a free appropriate educational program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, in accordance with Iowa Code 282.1. The district shall provide an appropriate education for a student in need of special education. Children requiring special education shall attend general education classes, participate in extracurricular activities, and receive services in a general education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Counseling Services

Guardians may contact Northwest Junior High school counselors by calling 319-688-1063. Our school counselors focus on students' growth and development in personal and educational competencies and in career planning and preparation. The counseling office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides to post high school education and training, study guides, and career interest/development materials which may be checked out by students and guardians.

The counselors are available to assist students with their high school program, post high school planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student. Guardians and students are encouraged to access the guidance link from the Northwest Junior High home page.



Student Support Team (Tier II & Tier III)

Northwest Junior High and Grant Wood Area Education Agency (GWAEA) staff members meet on a regular basis to focus on students who are having difficulty with academic or behavior progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or guardian(s) who wishes to inquire about the services offered by the Student Support Team should contact the Northwest Junior High Counseling Office.

Health Office

If a student becomes ill while at school they should report to the Health Office, located adjacent to the Counseling Office. Students must receive permission and a pass from their classroom teacher. The Health Office personnel will attempt to contact a guardian or an emergency contact if it is necessary for the student to be sent home. They will not send a student home if no parent has been contacted. In the case of a serious illness or injury, the school shall attempt to notify the guardians according to the information in Infinite Campus. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the guardians of where the student has been transported for treatment.

State law does not permit the Health Office personnel to issue medication. Guardians, however, may bring medications to the Health Office that they and/or a health professional has approved. All medications should be distributed through the Health Office and the following guidelines should be followed:

1. A guardian will supply the medication.
2. A guardian permission form should be completed and kept on file in the Health Office.
3. The student will be required to take the medication in the Health Office.
4. The student may carry their medication and self-treat ONLY with a doctor's order and guardian consent.
5. Without guardian and physician permission, it is against school policy for any student to be carrying around medication.

Health Concerns- If your student has a health concern (diabetes, seizures, severe asthma, allergies, etc.) that would or could potentially require some type of care during the school day, please provide the medical documentation, the kind of care needed or health plan, medication or supplies, equipment needed, etc. as well as all contact numbers and email addresses to the Health Office. The district School Nurse assigned to Northwest Junior High will contact you.

Hearing Screening

Grant wood area education agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that do not have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Guardians with concerns about their child's hearing should contact the school nurse.



SAGA

SAGA focuses on inclusivity and acceptance in our community. Our goal is to create a safe and empowering environment within our school by educating teachers and students on minority issues and discussing problems within the community. Open to all!

- Meeting time: TBD
- Sponsor: Contact the Main Office for more details

Gift Delivery

We request that flowers, balloons and similar items not to be delivered to students at the school. These gift deliveries disrupt work and learning at school. Therefore, any gifts delivered to the school intended for a student will be declined. It should be noted that for each student receiving a delivery there are many who do not. These gift deliveries are best handled at the student's home. Thank you for your understanding and cooperation with this policy.

Food Service

Students have the option of (1) bringing lunch to school if eaten in the cafeteria, or (2) selecting lunch items from the lunch room. Students must have an ID to purchase lunch. Guardians can add credit to their students' account through MySchoolBucks. The cashier does accept cash and checks however, change will not be given during lunch as it slows the line down (the balance will be applied to the account). The following are guidelines and expectations specific to the lunchroom:

- Backpacks/coats are not to be brought to the cafeteria, they should be placed in your locker prior to entering the serving area or your 3rd or 4th period class. Students wearing backpacks/coats will not be allowed in the serving area.
- After being seated, tables will be called up to go to the lunch line.
- Keep your hands and feet to yourself at all times. Each serving station has a line; please wait in line for your turn.
- Please give your ID each time you arrive at the cashier stations. The food service staff are instructed to ask for ID each day per food service policy. Please be kind and respectful of this request.
- All food/drink should be consumed in the cafeteria. The health policy states that food/drink cannot be consumed in the serving area. The health policy also does not allow opened containers/packages into the serving area.
- Please enter and exit through the appropriate doors. These entrance and exit doors will be marked with the appropriate sign.
- All students are expected to be orderly, well mannered, and to clear their eating areas when finished. Beverage and disposable items are to be deposited in the appropriate containers. Plastic lunch trays are to be returned to the kitchen window.
- If you have a question of what makes up a school lunch, please ask one of the servers or cashiers.

Breakfast- Breakfast will be available from 8:35 to 8:45 a.m. in the lunch room.

Homeless Children and Youth

Individuals who lack a fixed, regular, and adequate nighttime residence are eligible for access to certain resources. If this describes your situation or you have questions, contact your school counselor.



Activities, Clubs, and Athletics

Northwest Junior High offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities, students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond their regular classroom setting by participating in school activities.

Activity Pass- The purchase of an activity pass will permit a student to attend all home athletic events. This activity pass may be purchased for \$50.00 and will be placed on student ID cards. Replacement activity pass/student ID cards will be issued for \$5.00.

Lost and Found Items

Lost items should be reported to the Main Office. Students who find or locate items not belonging to them should bring the items to the Main Office. Students may check the Main Office during open hours, lunch, or before/after school for any lost items.

Telephone Use

Unless an emergency arises, students will not be called from class to take a phone call. School district phones (office, classrooms, faculty/staff work areas) are not to be used by students unless permission is received.

Social Activities

Northwest Junior High School holds several student functions during the course of the school year. These functions include, but are not limited to PBIS celebrations. Attendance at these functions is optional and limited to Northwest Junior High students only. Admittance will not be granted to those not from Northwest or any Northwest Junior High students who have temporarily, or permanently lost this privilege.

Northwest Junior High School's code of conduct applies to all social activities.

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 give general information to the public, guardians 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 guardians. (Board Policy 506.2) Any student'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 Infinite Campus guardian account.



Student Records

Guardians 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 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 guardians, not just custodial guardians, have the right to see records, unless a binding legal document such as a court order or divorce decree says otherwise. The Iowa City Community School District uses contractors, consultants, volunteers, and agencies as school officials to provide certain institutional functions and services. The District's release of educational records to said individuals and entities are, however, subject to the requirements governing the use and re-disclosure of personally identifiable information within those educational records.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the guardians 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.

Students' 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(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 guardians 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.

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

PPRA affords guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes 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 guardian;
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 guardians;
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; and,
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; and,
3. Instructional material used as part of the educational curriculum.

ICCSd has developed and adopted policies, in consultation with guardians, 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 guardians 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 guardians 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:

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

Guardians/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

Visitors to Campus

Northwest is a secure building. All visitors to Northwest Junior High School are required to sign in upon arrival in the building. Visitors should wear a visitor ID sticker while in the building. Students are not allowed to bring visitors to the school.

Video Surveillance

The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.



Teacher Qualifications

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. Guardians may request this information from the office of the superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245.

The Iowa City Community School District ensures that guardians 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, guardians have the right to:

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

Suicide Prevention

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 9-8-8. You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Some of the reasons to call 9-8-8 are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

Youth Support Numbers

National Suicide Prevention Lifeline.....	9-8-8
AIDS Information.....	1-800-342-2437
Child Abuse Hotline.....	1-800-422-4453
Family Violence Center.....	1-800-942-0333
Youth Crisis Line.....	1-800-448-4663
Iowa Domestic Abuse.....	1-800-942-0333
Homework Hotline.....	1-800-728-6450



SAFETY PLANS & DRILLS

Emergency Plans & Drills (Reference Board Policy 507.5)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year.

Northwest Junior High will develop and maintain a written plan containing emergency and disaster procedures, and will review and update annually. The plan will be communicated to and reviewed with employees, and a copy submitted to the ESC and Physical Plant. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Fire Drill/Plan Procedures

Signs are posted in each room indicating where students and personnel should exit the building and relocate in a safe location. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Close classroom doors.
- Move quickly, quietly, safely to your assigned exit.
- Students must move to the designated safe locations outside the building
- Exits must be clear so emergency vehicles can pull up to doors.

Tornado Drill/Plan Procedures

Signs are posted in each room telling where students and personnel are to seek shelter. Instructors will lead students to the assigned areas, and the students will follow these directions:

- Take a seat on the floor
- Place book or hands over head
- Put head down
- Keep calm and do not panic

Lockdown Drill/Plan Procedures

A lockdown could be initiated in response to a number of different safety related issues. Students are instructed to follow the directions delivered via the intercom and/or the nearest staff member.

Weather and Emergencies Communication

In the event of any emergency such as storms, bad roads, power or heating failure, water system failure, or other emergency, guardians are reminded to maintain current contact information in Infinite Campus. In an emergency, guardians will be contacted via email, phone, and/or text. Information will also be posted on the school/District website.

- When school is cancelled, delayed or dismissed early, guardians will be notified via email, phone, and text notifications made through our communications systems.
- School cancellation, delay, and early dismissal information will also be broadcast on local radio and TV stations.
- If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.
- In the event of an emergency, guardians are requested not to call the school, but monitor the website, email, and text messages for further information.



COMMUNITY INVOLVEMENT

School Volunteers

Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Iowa City Community School District. The following guidelines were created to ensure the safety of students, volunteers and staff. All volunteers:

1. Will adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
2. Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure must complete volunteer and disclosure statements.

Parent/Guardian Involvement

Guardians are encouraged to be actively involved in their students' high school careers. Guardian involvement has a positive influence on student success in school. Guardians can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after school jobs. Guardians may be involved at Northwest Junior High in a variety of ways such as volunteering regularly, attending Back-to-School Nights, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their students' high school experience. Guardians are encouraged to participate in parent groups. Please contact the Northwest Junior High Main office if interested in further information about the PSTO.

Facilities Use

All events, whether for the school or the community, must be scheduled through the Main/Athletic Office. For functions outside the jurisdiction of the ICCSD, users of the facilities will be required to reimburse Northwest Junior High for expenses incurred.

COVID-19 Provision

Students and parents must be mindful the novel coronavirus (COVID-19) will likely be present in the community during the school year. There are various provisions previously stated in this Handbook that 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 guardians 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 will have the option to self-quarantine. Students who test positive for COVID-19 will not be allowed to attend school on site or participate in extra-curricular activities on site 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 the spread of the virus should be followed. The District has policies and procedures in place based on the guidance from the Iowa Department of Education. Those policies and procedures may be revised from time to time. Changes may affect students and their families, and these changes will be announced to the public.



NORTHWEST JUNIOR HIGH CLUBS 2023-2024

The following is a list of school clubs & activities available for NWJH students with more being added:

Club	Staff Advisor(s)
Art Club	Delaney Keitel
Chess	William Ahern
COLORS	TBD
Creative Writing	Michelle Nourski
Cubing Club	Jacob Adams
Drama	Brooke Freund
Dungeons & Dragons	Alex Parham
Ecology	Dan Hill
Intramurals	Jeff Kuepker
Latino Student Union	Ismenia Castelan
Lego League	
Math Counts	Mark Norton
Rocketry	
STEM Club	
Student Council	Ty Luett
Yearbook	Elizabeth Leslie & Michelle Nourski

