Northwest Middle School

1507 8th Street
Coralville, IA 52241
https://northwest.iowacityschools.org/

ADMINISTRATION

Kimberly Fitten, Principal
Erin Baker, Assistant Principal
Nathan Price, Assistant Principal
Jordan Young, Assistant Principal

COUNSELORS

Michele Sadler (6th Grade)
Emily Carew (7th Grade)
Jacob Adams (8th Grade)

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 MIDDLE SCHOOL STUDENT HANDBOOK

Purpose

This handbook has been designed as a useful guide for all Northwest Middle 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 affects 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 Middle School. This will not only enhance your school experience but will also aid your personal growth. Remember that your success at Northwest Middle 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 ADDRESS CONVENTION

To communicate with Northwest Middle 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, or 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 the Student Success Office at StudentSuccess@iowacityschools.org for programming, or the Human Resources Office at HR@iowacityschools.org for employment (2255 N. Dubuque Rd, Iowa City, IA 52245, 319-688-1000). If you are unsure how to proceed or would like assistance in discussing your options, you may also contact the Ombuds at ombuds@iowacityschools.org or 319-688-1312.

NORTHWEST MIDDLE SCHOOL FACULTY 2026-2027

Administration
Kimberly Fitten
Erin Baker
Nathan Price
Jordan Young

Art
Delaney Gale
Joel Mixdorf

Counselors
Jake Adams (8th)
Emily Carew (7th)
Michele Sadler (6th)

ELL
Puja Birla
Ismenia Castelan
Josie Durfee
Evonne Sabiiti
Jamie Sandhu

Exploratory/AVID
Kurt Crock
Lex Letourneau
Latrenda Soukup

FCS
Danielle Busher

Language Arts/Literacy
Jessica Albright
Sam Baur Schoer
Quinn Dreasler
Andrea Flack
TJ Feldman
Melanie Hester
Elizabeth Leslie
Michelle Nourski
Alex Parham
Brooke Overholt
Jill Shafer
Mimi Vukelich
Tarin Weipert

Library
Elizabeth Schau
Hannah Sprague

Math
Bill Ahern
Dana DeGeeter
Ty Haren
Nicole Hegewald
Pete Metz
Andrea Ryan
Rebecca Smith
Andrea Spurlock
Jaelyn Tigges
Tim Van Dee

Music
Bailee Bean
Kevin Brown
Joshua Carlo
Sarah Rheaume
Nathan Swartzendruber
Kathryn Swinbank
Jennifer Zeglies

PE/PD/Health
Rich Abrams
Alexandra Ansell
Stephen Breitbach
Demetrius Harper
Zachary Smith
Susan Toth

Industrial/Computer Tech.
Lucas Wedemeyer

School Facilitator
Zach Armstrong

Behavior Intervention
Jessica Decker
Katherine Rodriguez

SFA
Tyler Bartz
Malaysia Clayton

Science
Payton Busch
Kathryn Hottinger
Michael Kauzlarich
Luke Posivio
Ellen Robinson
Brigid Ryan
Carly Mendez
Michelle Urquizo Meadows
Susan Wu

Social Studies
Travis Craig
Joel Flack
Sean Palmer
Grant Pippert
Andrew Stratton
Mick Weitz
Emily White

Student Support
Corrina Cullen
Julie Gesell
Paul Knedler
Libby Oliver
Lindsey Pettibone
Candice Salow
Austin Schmuecker
Harlie Whitinger
Eriq Wolfe
Anne Woodward

World Language
Ava Hermanson
Sydney McDermott
Deron Thompson

EIS
DeAndre Stapleton

IDS
Brooke Freund
Sara Karbeling
Brittney Browning

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DAILY BELL SCHEDULE 2026-2027

Bell Schedule	M-T-W-F	Thursday
Advisory	8:50-9:18	XXXX
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	11:40-12:10	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 Friday. On Thursday and other designated early release days, school ends at 3:00 PM. Students have limited access to the building prior to 8:30 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.

IMPORTANT DATES 2026-2027

NEW PARENT MEETING (VIRTUAL) ***August 19, 2026***
6:00pm-7:00pm

PARENT ATHLETICS MEETING (VIRTUAL) ***August 19, 2026***
7:00 pm - 7:30 pm

NEW STUDENT ORIENTATION ***August 21, 2026*** *(for students only)*
9:30 am - 11:00 am

FIRST DAY OF SCHOOL ***August 24, 2026***

BACK TO SCHOOL NIGHT ***September 10, 2026***
6:00 pm - 7:30 pm

PARENT TEACHER CONFERENCES ***October 6, 2026 (In Person)***
4:15 pm - 7:45 pm

PARENT TEACHER CONFERENCES ***October 8, 2026 (Virtual)***
4:15 pm - 7:45 pm

PARENT TEACHER CONFERENCES ***January 27, 2027 (Virtual)***
4:15 pm - 7:45 pm

SPRING OPEN HOUSE ***April 21, 2026***
6:00 pm - 7:30 pm

NO CLASSES

September 7, 2026 *September 21, 2026* *October 19. 2026* *November 3, 2026* *November 9, 2026* *November 18, 2026*	*November 25 - 27, 2026* *December 21, 2026 - January 1, 2027* *January 18, 2027* *February 5, 2027* *March 3, 2027*	*March 10, 2027* *March 15 - 19, 2027* *March 26, 2027* *April 23, 2027* *May 31, 2027*

END OF Trimesters

1st -November 17, 2026	*2nd - March 2, 2027*	*3rd -June 4, 2027* *(2-Hour Early Release, Last day of school)*

ACADEMICS

Academic Honor Code

Northwest Middle School 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.

Academic Violations

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 Middle School Counseling Office. A link to the Infinite Campus login is accessible from the district website at https://www.iowacityschools.org/students-families/ infinite-campus. The Infinite Campus Mobile App download directions may also be accessed at the same 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.

Course Changes Before the Trimester Begins

1. Students should complete and return the Schedule Change Request Form with guardian signature.
2. Requests may be granted if space is available and class balance can be maintained.
3. 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 two trimesters each year in middle school. Student attendance requirements for PE are the same as any other class at Northwest Middle School.

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 Middle School and the proper records will be forwarded.

Grading and Make-up Work

Northwest Middle School teachers follow the best practices outlined by the district. Though there may be individual variations between classes.

General Grading Guidelines

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 collaborative 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 pages for up-to-date information. Students are expected to arrange all expectations with all of their teachers.

ATTENDANCE

Notification of Absences: The attendance office should be notified of a student's absence prior to the start of the school day by creating an Absence Request in the Infinite Campus Parent Portal, or by calling the school attendance office. When a student is expected to be in school but is not there, the school will call guardians out of concern for your student's safety.

Absence: A student is considered absent if they are not physically on school grounds, or are not participating in a required school-directed activity under the direction, supervision, or instructional guidance of educational staff at an approved off-grounds location (ie. a class field trip).

It is understood that students will be absent for a variety of reasons, including illness, family activities, vacations, dentist/medical appointments, funerals, etc. Parents should notify schools of the reason for the absence prior to the start of the school day. The school must be notified of the reason for absence no more than 48 hours from the beginning of the absence, and any required documentation must be provided within 5 school days in order to have the absence excused.

The following absence types will not count towards student absenteeism and will be coded as excused in Infinite Campus:

1. Absences related to illness or medical appointment
    a. After a student reaches the equivalent of eight (8) days of excused absences, parents will be required to provide documentation for medical absences to be excused.
    b. Families are encouraged to provide documentation for ongoing health concerns to the school so that we can proactively work with your family to best serve your student
2. Absences related to a family medical emergency
3. Absences while attending religious services or receiving religious instruction
    a. Religious services may include but are not limited to holiday services, weddings, funerals or other celebrations of life, and other rite of passage religious services.
    b. For religious instruction:
        - A parent must submit a notification informing the school that the child will be attending religious instruction during the day, indicating the days and times that the student will be absent.
        - The student cannot be absent for more than 5 hours a week for religious instruction.
        - The organization providing religious instruction must maintain attendance records and provide to the school upon request
        - The student must make up any school work not completed while attending religious instruction.
4. Absences excused for sufficient reason by any court of record or judge
5. Absences related to an Individualized Education Program (IEP) that affects attendance
6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects attendance

7. Absences related to the student's military service, or the student's military entrance processing
8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.
9. Absences for college visits for high school students, as these are considered part of our educational program.

Any absence that does not fall into one of the above categories, will appear as unexcused in Infinite Campus and per State law, will count toward student absenteeism as explained below.

Process for addressing absenteeism:

- Schools will send notifications to guardians when a student has reached the 5%, 10%, and 15% absenteeism threshold for the grading period (See chart below).
    - Notifications are sent when a student has accumulated the number of absences that will result in the percentage of unexcused absenteeism at the end of the grading period. For example, if a student has missed 6 unexcused days of school in a term, the student will be at 10% absenteeism at the end of the grading period, so the 10% notification is sent after the 6th day is missed.
- State law requires notifying a guardian when a student has reached 10% unexcused absenteeism in a grading period. In addition the school is required by law to notify the county attorney.
- When a student reaches 15% unexcused absenteeism in a grading period, a School Engagement meeting is required by Iowa law if the school has determined that the student's absences are negatively impacting academic progress. An Absenteeism Prevention Plan will be created at the School Engagement meeting. The goal of this plan is to work together to resolve absenteeism, address attendance barriers, and assist the student in attending school.
- If the student and/or the student's guardian fails to attend a School Engagement Meeting, fails to enter into an Absenteeism Prevention Plan, or does not meet the terms of the Absenteeism Prevention Plan, Iowa law provides that the county attorney may initiate a legal proceeding if the school determines that the student's absences are negatively affecting academic progress.

	Grading Period	5% Absenteeism	10% Absenteeism	15% Absenteeism
All Students	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the Iowa City School District Website for additional clarification

Northwest Middle School Tardy Policy

Students at Northwest Middle School are expected to be in class and ready to learn by the time the bell rings. Timeliness is expected, even for lunch.

If a student is late to a class period, they need to report to the main office (1st floor) or see a support team member to receive a tardy pass in order to be admitted into the classroom. **Students cell phones will also be collected when they receive their tardy pass.** Students will be able to retrieve their cell phones from the office at the end of the school day.

A student with 10 or more tardies during any grading period might not be allowed to participate in PBIS reward activities (including, but not limited to after school events like school dances).

Commonly Used Attendance Codes for Tardies

1. Excused Tardy"- "ET"
    a. Student has a legitimate reason for arriving late to class, with an excused pass
    b. Student attends a minimum of twenty (20) minutes of class. This allows student time to check with their teacher on what they missed
2. "Unexcused Tardy"- "UT"
    a. Student arrives after the bell and within the first five (5) minutes of class, no excused pass
    b. Verbal notification is given to the student by the teacher, marked in Infinite Campus
3. "Unexcused Absence" – "UA"
    a. Student arrives with twenty (20), or fewer, minutes remaining in class will be counted absent.
    b. Guardian will be notified of the "absence" through our automated system

Tardiness Consequences

The Northwest Middle School 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

1. 1st, 2nd, 3rd Tardies - Student receives verbal notification from the teacher. Teacher will contact home.
2. 4th, 5th, 6th Tardies - Teacher completed attendance referral form in Infinite Campus. School Support staff assigns lunch detention, completes Tardy Action Plan (TAP), calls home and sends home attendance letter with a copy of TAP.
3. 7th and Subsequent Tardies - Teacher writes referral Infinite Campus. Assigned administrator sets up guardian meeting to discuss further attendance support. The following may be results of the parent meeting:
    a. Additional lunch detentions
    b. Passing restrictions
    c. PBIS check in/check out
    d. Escort
    e. Cell phone check in/restriction
    f. District attendance plan and monitoring

BEHAVIORAL GUIDELINES

Northwest Middle School PBIS Mission Statement

The PBIS mission of Northwest Middle School 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 Middle School PBIS

Northwest Middle 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 Middle 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 Middle School student, and out in the community. Northwest Middle School 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 Middle School's core values:

Teamwork, Respect, Understanding, Engaged

Northwest Middle School PBIS behavioral expectations shall apply to the following situations:

1. When on school premises
2. When attending school sponsored events
3. When on school buses or school provided transportation
4. When engaged in school sponsored activities
5. When away from school at such activities
6. When representing Northwest Middle School in the community

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 beverage
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
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 Middle School 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 (in no particular order):

1. Student conferences
2. Restorative practices (circles, mindfulness, affective statements, collaborative agreements)
3. Learning opportunities/modules
4. Development and implementation of an improvement plan
5. Warning
6. Loss of special privileges (office runner, participation in assemblies, dances, etc.)
7. Referral to counseling staff
8. Reassignment to another class
9. Confiscation of unapproved items (cell phones, skateboards, personal computers, etc.)
10. Guardian/teacher conference
11. Guardian/administration conference
12. Work option or community service
13. Lunch detention
14. Restricted lunch
15. SPACE referral
16. Guardian contact
17. In-school suspension
18. Out-of-school suspension
19. Reassignment to an off-site district program
    a. For second offense of physical violence, harassment, and/or possession of weapons or drugs, a student may be placed in ICCSD's Online Learning Program for 30 days. For additional information, please reference ICCSD's Comprehensive Behavior Approach.
    b. Subsequent offences may result in additional time in the Online Learning Program.

20. Expulsion
21. Payment of damages
22. 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.

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/or ear buds are prohibited during ISS. ISS engagement may include problem- solving educational components and classwork completion.

Out-of-School Suspensions (OSS)
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)

1. 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.
2. 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.
3. 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.

4. 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.

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

The Iowa City Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or designee pursuant to the regulation accompanying this policy. The superintendent is responsible for the implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of this student.

If, as a result of reviewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa Law related to this topic.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

1. “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
2. “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
    a. Places the student in reasonable fear of harm to the student’s person or property.
    b. Has a substantial detrimental effect on the student’s physical or mental health.
    c. Has the effect of substantially interfering with a student’s academic performance. 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.
3. “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
4. “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail themselves of this procedure may do so by filing a complaint with the superintendent or designee. An alternate will be designated in the event it is claimed that the superintendent or designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

TECHNOLOGY USE

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. 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 Middle School and the district.

Chromebook Policy

School-issued Chromebook are still property of Iowa City Community School District. Students' use of Chromebooks at home is a privilege, and it will be revoked if students are unable to abide by the following:

1. All student Chromebooks should have a label with the student's first and last name. All Chromebooks should have an asset tag sticker indicating the number of the Chromebook. Both of these are to remain and be visible on the student's Chromebook at all times.
2. Students are to bring their fully charged Chromebook to school everyday.
3. Students should not draw on or decorate their Chromebook.
4. Students are to notify school staff immediately if their device is not functioning as it should.

Reasons Chromebooks may be required to stay at school instead of coming home with students:

1. Student has to have Chromebook repaired more than once in a trimester.
2. Student frequently forgets to bring their chromebook to school or forgets to charge it at home.
3. Student needs to replace (or damages) their charger more than once.
4. Student is unable to find their original Chromebook and has to be assigned a new one.
5. Multiple teacher reports of Chromebook misuse during class by the student (can include messing with a different student's Chromebook and not just their own).

For additional information, please reference ICCSD's Chromebook Program Handbook.

ICCSD Personal Device Policy

For the purposes of this policy "instructional time" is defined as the time between the tardy bell that starts each class period and the dismissal bell that ends the class period.

Student cell phones shall not be seen, heard, or in use during instructional time.

Cell phones must be **detached** from the student's body during instructional time by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced.

Students are not allowed to have headphones/earbuds on or in their ears during instructional time. Headphones and earbuds must be **detached** from the student's body

by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker.

Students will be allowed to wear smartwatches during the school day. If the smartwatch distracts the classroom environment, teachers will follow the sequence of consequences below. Students can wear smartwatches but smartwatches shall not be used for communication purposes during instructional time.

At the middle schools, students may use cell phones during passing time between class periods and during the student's assigned lunch. Hallways are not designated areas for cell phones during instructional time.

Implementation Procedures

1. Upon entering the classroom all phones, earbuds, and headphones must be detached from the student's body by being secured in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced. Phones, earbuds, and headphones must remain detached from the body until the student leaves the classroom at the end of the class period.
2. Teachers will begin each class period for the first two weeks of school by saying "Your devices should be secured". This statement is the only warning given to students.
3. If a cell phone, earbuds, or headphone is seen, heard, or in use during instructional time the teacher shall contact the office. The office will send the Engagement and Intervention Strategist (EIS), Supervisory Para, Facilitator, or an Administrator to confiscate the phone, earbuds, and/or headphones.
4. The confiscated device(s) will be held in the main office until the end of the student school day.
5. If a student refuses to give up their phone, earbuds, and/or headphones, the student is removed from the classroom and taken to the main office. If the student continues to refuse, the administrator shall call the parent/guardian. Additional school consequences may apply.

Consequences For Policy Infractions

1. 1st Offense: Loss of phone, earbuds, and/or headphones for day; Student signs documentation sheet to receive their device(s) at end of their school day and acknowledge their violation of the policy
2. 2nd Offense: Loss of phone, earbuds, and/or headphones for day; Student signs documentation sheet to receive their device(s) at end of their school day and acknowledge their violation of the policy and that an additional infraction will result in parent/guardian(s) being contacted
3. 3rd Offense: Loss of phone, earbuds, and/or headphones for day; Parent/Guardian contacted by administration; Student signs documentation sheet to receive their device(s) at end of their school day and to acknowledge a parent/guardian meeting will be held if another infraction occurs
4. 4th Offense: Loss of phone, earbuds, and/or headphones until parent/guardian comes to school to collect them. Administration contacts parents/guardians; Student signs documentation sheet to acknowledge the policy infraction
5. 5th Offense: Loss of phone, earbuds, and/or headphones until parent/guardian

comes to school to collect them; Administration contacts parents/guardians and technology plan created/implemented.

Documentation will be completed through a policy documentation log that's accessible by building staff. Documentation will not be done through office disciplinary referrals in Infinite Campus until after the 5th offense. Any violations after that are subject to additional disciplinary actions.

Any student who videotapes a fight/disruption, or actively encourages inappropriate behaviors will be subject to disciplinary consequences.

Exemptions

Exemptions to the policy will only be granted if one of the following criteria is met:

1. Required for the implementation of a student's individualized education program or 504 Plan,
2. Authorized by an administrator for educational purposes, or
3. Pre-approved on an individual student basis by an administrator due to documented health concerns.

Related Board Policy Language

As written in ICCSD Board Policy: The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law. (Board Policy **804.6** and **804.6R1**)

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.

GENERAL INFORMATION

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.

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:

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 teams)

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.

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/SubstanceUse/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, 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:

1. Nonprescription controlled substances
2. Marijuana
3. Cocaine
4. Amphetamines
5. Barbiturates
6. Apparatus used for controlled substances
7. Alcoholic beverages
8. Tobacco
9. E-cigarettes, vapes, Juuls, etc.
10. Weapons

11. Explosives
12. Poisons
13. Stolen property
14. Items violating other school policies/rules/regulations
15. 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 Middle School 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.

Health Office

If a student becomes ill while at school they should report to the Health Office, located around the corner from the Main 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 Middle School 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.

Gift/Food Delivery

Flowers, balloons, food, 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. 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
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:

1. Backpacks/coats are not allowed through the lunch line in the cafeteria, they should be left at their tables.
2. After being seated, tables will be called up to go to the lunch line.
3. Keep your hands and feet to yourself at all times. Each serving station has a line; please wait in line for your turn.
4. 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.
5. 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.
6. Please enter and exit through the appropriate doors. These entrance and exit doors will be marked with the appropriate sign.
7. 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 8:30 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.

Personal Items at School

Personal items like blankets, stuffed animals, Needoh's or other squishy toys are not allowed at school. The school is not responsible for these items if they are lost, stolen, destroyed, etc. They can also cause disruptions to the school environment. Please make sure these items are kept at home.

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 Middle School holds student functions during the course of the school year. These functions include, but are not limited to PBIS celebrations, games, dances, concerts, etc.. Attendance at these functions is optional and limited to Northwest Middle School students and participating schools only. Admittance will not be granted to students from other schools without a parent/guardian with them. Admittance will also not be granted to Northwest Middle School students who have temporarily, or permanently lost this privilege.

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

Inspect, upon request and before administration or use of:

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

ICCSD has developed and adopted policies, in consultation with 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 Middle 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:
1. Information on student's performance on state assessment
2. 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.

1. Call to speak with someone who cares
2. Call if you feel you might be in danger of hurting yourself
3. 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

STUDENT ACTIVITY/ATHLETICS

Activities, Clubs, and Athletics

Northwest Middle School 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 West High School home athletics events. This activity pass may be purchased on Bound for $45.00 - the link is available here.

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 (e.g. Math Club, D&D Club, etc.), all honorary and elected offices (e.g. student government officer or representative), state contests, Academic Decathlon, or any other activity where the student represents the Iowa City Community School District outside the classroom.

Academic Expectations

1. If a student has a D or F in a class, students will be encouraged to speak with their teachers to make up work.
2. Students will be responsible for creating a plan to improve their academic performance (e.g., utilize peers to help, study buddies, work with teachers, etc.)

A grade report will be updated weekly. Please make sure you talk with the athletic director about your plan to improve your grades.

School Attendance

1. A student is expected to attend one-half of the school day based on their schedule, immediately before the competition or practice, to be eligible to participate in a practice, competition, or performance scheduled on the same date, unless otherwise authorized by the principal or designee.
    a. Excused absences: appointments, death of a family member/friend, religious holiday, other excused absences stated in Northwest Middle School Handbook (p. 12)
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 in-school and 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 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.
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).

Athlete Expectations

1. All athletes will attend practice

a. If the athlete is going to be late/absent for some reason, it is the **athlete's job (with encouragement from the parent)** to get in contact with the Coach to explain why.
b. Excused absence: Excused absences include the death of a family member, sickness (*fever, vomiting, doctor notes*), lack of mobility due to injury, and attending a school-sanctioned event (band, orchestra, and/or choir concert, etc.), or religious holiday. Absences are stated in the Northwest Middle School Handbook.
c. If the athlete is late due to an unexcused reason:
    i. The student will be spoken to by the coach about the behavior and given a chance to remedy it
    ii. The student will be spoken to by the coach, and the guardian will be notified
    iii. Student and parent will be notified of the student's removal from the roster
d. If an athlete totals 3 unexcused absences throughout the season, they may be removed from the athletic team.

2. Combination of club practice/ NWMS practice: Get permission from the NWMS coach to miss middle school practice for club events. Athletes are expected to come to NWMS practice the day before a game/meet.
3. Absence due to West High School practice: Communicate with the NWMS coach about participation in the West High sport. Coaches will organize dates and times that athletes will practice with specific teams. (e.g., NWMS Track and Field overlaps with West High Baseball and Softball)
4. The athlete will show sportsmanship both on and off the field/court/pool/etc.. Not only to the other team but to fans, officials, coaches, and most importantly, each other.
    a. If the athlete does not show sportsmanship on and off the field/court/pool/etc, the athlete may receive consequences, including but not limited to sitting out half of a game/meet
    b. The athlete will make no remarks regarding a call made by officials during or after the game.
        i. If the athlete makes a remark to or about the officials, they may receive consequences, including but not limited to sitting the rest of the game and/or half of the next.
    c. The athlete will not post on social media, Snapchat, or group texts mentioning, stating, or hinting at anything negative about the team, coaches, opponents, and/or school.
        i. If the athlete puts something negative on social media, the athlete will have a meeting with the coaches and athletic director to discuss the comment(s), and consequences will be dealt with based on the

context of the post. (*Unsportsmanlike and/or negative remarks toward coaches, players, and/or community*.)

5. Behavior events
    a. Unless a behavior is egregious enough to be immediately removed from the team (ex, stealing/fighting in the locker room), if a student is not meeting behavior expectations, the following protocol will be used:
        i. The student will be spoken to by the coach about the behavior and given a chance to remedy it
        ii. The student will be spoken to by the coach, and the guardian will be notified
        iii. Student and parent will be notified of the student's removal from the roster

Parent/Guardian Involvement

Parents/Guardians are encouraged to be actively involved in their students' school careers. Parental/Guardian involvement has a positive influence on student success in school. Parents/Guardians can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and consuming social media.

To start, we want each parent to know that the coaching staff has the best interests of your child, other athletes, and the whole team in mind at all times. Understand that we sincerely care about every one of our players and we are always doing the best job we know how to do. It is a job we have been trained for, and we are confident in our abilities. With your support, we believe you will feel the same. Your role is to encourage, support, listen, and provide for your young athlete. Your encouragement and support are crucial for all programs' success.

If parents have an issue that arises, they will not approach the coaches after games and wait at least 24 hours before reaching out to coaches. We ask that if any issues arise that the athlete feels uncomfortable with, please follow these steps:

1. The athlete must approach the coaches and address the problem/issue the athlete might have.
2. If the issue persists, then the parents, the athlete, and coaches will schedule a meeting to try and resolve the issue.
3. If the issue persists, then a meeting will be scheduled to talk with the athletic director, parents, the athlete, and coaches.

Depending on the situation, the steps may go from step 1 to step 3. We have chosen to take this route to help our student-athletes take responsibility for themselves and learn how to effectively communicate in a respectful and professional manner.

During games, parents/guardians/fans will show sportsmanship to all athletes, officials, coaches, and fans. If this is not followed, parents/guardians/fans will be asked to leave. Parents are not allowed on the sidelines with athletes during games.

NWMS Coaching Staff	
Sport	**Coaches**
Cross Country	Payton Busch, Travis Craig, Dana DeGeeter
Football	7th Grade: Thomas Feldman, Logan Pantila, TBD 8th Grade: Tim Van Dee, Zach Smith, Lorenzo Montelongo
Volleyball	7th Grade: Jarod Kunc, Traivon Hodges, Emma Wenger, Jade Stapleton 8th Grade: Brigid Ryan, Malaysia Clayton, Eriq Wolfe, Gabrielle Schuman
Girls' Soccer	Jason Makabi Ekongo, Joslin Gembo
Boys' and Girls' Swimming	Brigid Ryan, Eriq Wolfe
Boys' Basketball	7th Grade: Acie Earl, Lorenzo Montelongo, Michael Cronk, Traivon Hodges 8th Grade: Payton Busch, Dana DeGeeter, Zach Smith, Tim Van Dee
Girls' Basketball	7th Grade: Bruce Davis, Acie Earl, Jarod Kunc 8th Grade: Zach Smith, Tim Van Dee, Dana DeGeeter
Boys' Wrestling	Zach Smith, Brandon Kuehl
Girls' Wrestling	Jade Stapleton, TBD
Boys' Soccer	Lorenzo Montelongo, Tim Van Dee, Malaysia Clayton, Delaney Keitel
Track and Field	Payton Busch, Bruce Davis, Paul Rundquist, Zach Smith, Jarod Kunc, Traivon Hodges
Asst. Principal/Athletic Director	Jordan Young

STUDENT SERVICES

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 Middle 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 Middle School home page.

Student Support Team (Tier II & Tier III)

Northwest Middle School 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 Middle School Counseling Office.

SAFETY PLANS AND 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 Middle School 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:

1. Close classroom doors
2. Move quickly, quietly, safely to your assigned exit
3. Students must move to the designated safe locations outside the building
4. 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:

1. Take a seat on the floor
2. Place book or hands over head
3. Put head down
4. 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.

1. When school is cancelled, delayed or dismissed early, guardians will be notified via email, phone, and text notifications made through our communications systems.
2. School cancellation, delay, and early dismissal information will also be broadcast on local radio and TV stations.
3. If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.
4. 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. Those 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' 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 Middle School 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 Middle School 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 Middle School for expenses incurred.

NORTHWEST MIDDLE SCHOOL CLUBS 2026-2027

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

Club	Staff Advisor(s)
Art Club	Delaney Keitel
Chess	William Ahern
Cheerleading	Mariana Martinez
Creative Writing	TBD
Cubing Club	Jacob Adams
Dungeons & Dragons	Sam Bauer Schoer
First Robotics	Ellen Robinson
Historical Conflict Situation Club	Michael Weitz
Latino Student Union	Ismenia Castelan
Math Counts	Mark Norton
Mock Trial	Amelia Vukelich
SAGA	Jill Shafer
Science Olympiad	Susan Wu
Student Council	Malaysia Clayton and Brigid Ryan
Taylor Swift Club	Andrea Flack
Trading Card Club	Andrew Stratton and Samuel Baur Schoer
Yearbook	Elizabeth Leslie
Yoga Club	Michelle Nourski
6th Grade Intramurals	Zach Smith and Stephen Breitbach