

Our district's elementary policies 2014-15 school year

(Please also review our school's unique policies.)

Attendance/Absences/Tardies

Students should be in school every day to be successful. Students who are frequently absent from school often fall behind academically and can struggle. Nampa school board policy states:

“All children of compulsory attendance ages (7-16) are required to attend school. Attendance and punctuality are important elements of the educational process for all students. Therefore, all enrolled K-12 students are **expected** to be in school 100% of the time classes are in session, unless they are participating in school-related activities otherwise excused by School Board Policy or Idaho State Law.”

If your child will be absent from school, please call the school before 9 a.m. If we don't hear from you, we are obligated to verify the absence. If you are having trouble getting your child to school on time, please contact us so we can identify resources that may help.

If your child has missed 5 days, the school will contact you; 7 days will result in a letter or phone call to schedule a conference with you; and if your child misses 10 days of school, the student will be referred to the School Resource Officer to identify the next steps on truancy. Excessive tardies will be addressed by the administration as well.

Students will have 2 days for every excused day missed to make up work. It is the student's responsibility to request make-up work. When a student has had an excused absence for 3 consecutive days, the parent may request make-up work be sent to the office to pick up. Requested work will be available by end of the next school day.

Bicycles, Scooters, Skateboards, Rollerblades

Students are welcome to use bicycles, scooters, skateboards or rollerblades to ride to school. Once the student arrives at school the bicycles, scooters, skateboards or rollerblades need to be immediately secured on bike racks or in designated locations. For their safety and to reduce wear and tear on school facilities, students wearing heelies (roller-skating tennis shoes) will be asked to lower or remove the wheels. We cannot replace lost or stolen items, so please use a lock.

Bullying

The Nampa School District strives to provide a safe, positive learning climate for students in our schools. Therefore, schools will maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

- All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
- Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definitions:

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Breakfast and Lunch

Our nutrition program provides breakfast and lunch. Breakfast is free. Please check with nutrition staff for lunch prices. Your child may qualify for free or reduced priced lunch. Nutrition staff can answer questions about applying for free or reduced priced lunches. Please pre-pay for your child's meals to avoid sending cash with your child. We encourage parents to use www.myschoolbucks.com to pay for meals. There is a small fee for this online service and online payments may take 24 to 48 hours to appear in the student's account. You also may pay with a check payable to Nampa Hot Lunch Program.

Busing

Transportation to and from school for eligible students is provided by **Brown Bus Co. (466-4181)**. To ensure that your child has a pleasant and safe experience, we ask the following:

At the bus stop:

- The child should be ready to board at the designated bus stop 5 minutes before the buses' scheduled arrival.
- While waiting, the child should stay out of the road and respect other people's property.
- The child should refrain from horseplay, pushing, shoving, and harassing.

On the bus:

- The child must follow the BUS SAFETY RULES. The rules will be provided at the beginning of the school year and reviewed with students.
- The child must follow the directions of the bus driver.
- The child must have a **written** permission slip to ride a different bus home or to get off the bus at a bus stop that is not his or her regular designated bus stop.

Parents of kindergartners are asked to take additional measures to ensure their safety. Parents or other adult must be present when their child boards the bus for school and when they get off the bus after school.

Bus Citations: The driver may issue warnings and/or citations for inappropriate or dangerous behavior or vandalism on the bus. Citations may result in suspension of riding privileges. The Principal, Vice Principal and/or Brown Bus Co., in agreement with the Nampa School District, reserve the right to suspend bus riding privileges at any time in the case of severe misbehavior.

Cell phones and electronic devices

Maintaining our school's learning environment free of disruption requires that items not needed for teaching and learning be left at home. We understand that many parents want their students to carry personal cell phones. Students may bring them to school as long as they remain turned off and in their backpack during the school day. The school is not responsible for lost or stolen cell phones. Phones used during the school day may be confiscated. Please contact your school regarding policies for other devices such as electronic reading devices.

Controlled Substances

The use of drugs, drug paraphernalia or controlled substances on school premises or at any school activity by employees, students or visitors is prohibited. Violations of the policy, regardless of voluntary disclosure, will result in discipline, up to and including dismissal or expulsion, or in the case of visitors the possible prohibition of entering district premises.

Dress Code

We ask for your support in providing a safe and orderly place where all children can learn. The purpose of the Dress Code is to encourage students to "dress for success" and to come to school prepared to learn. Students should be well groomed and dressed in clothing that is appropriate to the learning environment and weather conditions. Students are not allowed to wear clothing that constitutes a health or safety hazard or is disruptive to the educational process.

Dress Code guidelines:

- Shoes must be worn at all times. Students should wear shoes appropriate for PE and outdoor play.
- Articles of clothing that advertise or promote drugs, alcohol, tobacco, violent acts, or are demeaning, degrading or offensive to any person are not appropriate.
- Any clothing or paraphernalia that may be construed as gang or violence related including hats, bandanas, colors, sags, chains, etc. is inappropriate.
- Modest clothing is appropriate for school wear.
- Hats or headwear may be worn for bad weather or for medical reasons but are inappropriate inside the school building. Hats may be permitted during special occasions approved by the school.

- Inappropriate skin art that disrupts the learning environment such as tattoos, temporary tattoos, etc. must be covered or removed.

Field Trips

Funding for field trips is limited. We may be able to offer field trips with grants and other money from fund raisers. Students will bring home notification and permission slips for field trips off site. Students are not allowed to have other student visitors or siblings accompany them. A limited number of parent chaperones usually are requested. Contact your child's teacher for more information.

Gangs & Hate Groups

We have a zero tolerance policy for gangs, hate groups, and similar organizations or groups, which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap. These groups are inconsistent with the fundamental values and educational environment at our school. The activities of such groups and their members are prohibited on school property and at all school functions. Such prohibited activities include, but are not limited to:

- The congregation of members that block building entrances, hallways, or otherwise disrupts campus;
- The solicitation or recruitment of members;
- The possession of group paraphernalia and materials;
- The intimidation of others;
- The advocacy of discrimination;
- Any other behavior, (such as wearing clothing with gang colors or insignia, or the use of language, codes, or gestures) that provokes violence or seeks to advocate the purpose and objectives of such groups; and
- Gang identification paraphernalia including, but not limited to shirts, gloves, rags, chains or bandanas.

Disciplinary actions may include suspension, expulsion, and/or police involvement.

Head Lice

It may be necessary to exclude a student from school who is found to have head lice including the presence of nits (eggs.) To control head lice, the following measures will be taken:

- A student suspected of having lice will be referred to the school office for inspection by the school nurse or other school official. If head lice or nits are found, the child may be sent home with a note to his/her parent/guardian explaining the condition and recommendations for treatment.
- After the child has been treated, he/she should be inspected at the school office and if the child is lice-free, he/she will be readmitted to class.
- Close contacts and friends of the initial case may also be examined for head lice and nits. If any cases are identified, they may be sent home as described above. Other students in the school may be examined at the discretion of the building administrator and the school nurse.
- In situations where a student has a chronic head lice problem, the school nurse may need to contact the family, possibly making a home visit to instruct them in appropriate treatment and resources. It also may be necessary for the Department of Health and Welfare and the School Resource Officer to be contacted in chronic cases.

Health/Illnesses

The health of your child is important. If your child suffers from a chronic condition such as asthma please let us know when registering your child. During the school year, if your child contracts anything seriously contagious, like chickenpox or whooping cough, please let the school nurse know. A child should not attend school if he/she has any of the following:

- Temperature of 100 degrees or more
- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above
- Any other contagious conditions including pink eye, strep throat, etc.
- An unidentified rash

Homeless families

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- Unaccompanied youth
- Foster family
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the federal McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Attend school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.
- Receive a free breakfast and lunch.
- Receive the basic school supplies needed for successful learning in our sites.

When you move, you should do the following:

- Contact the school district's liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the district liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Home/School Communications

It is essential for the school to have your current contact information - home phone, cell phone, work phone, home address, and email - so we may contact you in emergencies and send you important information. Please update the school immediately when your contact information changes.

- **Keeping you informed** – We want to keep you updated about your child's progress and of school events. Please check your email for information. We will also send notes, papers, and other information home often so please check your child's backpack/folder regularly. We'll share events and news about our school on our website, class newsletters, informational notes and calendar. We use ParentLink – an automated telephone message system – to e-mail/text information during the year. We also use Peachjar an electronic flyer delivery service to send messages home.
- **Monitoring student progress, attendance** – Our district and school use a student information system called PowerSchool to provide access to attendance and academic progress. Please check at the school's main office to see which grade levels use this tool and how you may sign up for a password to access this program.
- **Answering your questions** – Your concerns are important. We invite you to contact your child's teacher or our school administration by note, phone message, or by e-mail. Email is the fastest way to reach a teacher or administrator. If you need an email address please visit our website or call the office. We also welcome face-to-face discussions; however, we ask that you make an appointment prior to visiting because administrators and teachers are working with students during the school day.
- **Delivering messages** – Our goal is to provide uninterrupted learning time for your child. We know that occasionally a non-emergency message is necessary; we ask that you contact us no later than 30 minutes prior to the end of school. Messages will be delivered at the end of the school day. If you have an emergency situation please call to discuss with the office staff to determine the best way to proceed.
- **Working together** – Federal law requires that we develop a School/Parent/Student Compact that emphasizes the responsibilities of students, parents, and schools to support each other. Each year, we ask that you please review the School/Parent/Student Compact with your child. By signing this compact, you are agreeing to take responsibility to help your child/children to learn in the best way possible and open the lines of communication between school and home.

Immunizations

Idaho State Law requires a parent/guardian of any child who is to attend any public, private, or parochial school in Idaho to provide proof of required immunizations before attendance; children who are not in compliance may not enroll. There is a waiver available for personal or medical reasons which can be obtained upon request. Children will not be allowed to attend school if the requirements are not met or a waiver is not on file. Please contact your family physician or the school nurse if you have any questions. Current immunization requirements can be found at www.healthandwelfare.idaho.gov.

Injury

The school staff can provide simple First Aid; however, if your child becomes ill or injured at school, we will contact you to pick him or her up. Please ensure we have the most current home and day-time telephone number for you and two emergency contacts. In emergencies, when parents cannot be reached, the school will call the paramedics. The cost of transport by paramedics and/or ambulance will be the responsibility of the parents (see insurance.)

Insurance

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. The school district does not provide medical insurance to pay for expenses when students are injured at school. This is the responsibility of the parent/guardian. Inexpensive student medical insurance is available for individual purchase. Brochures outlining the coverage and premiums are available at the school office or on the district website. For information about other programs available contact the school nurse.

Medication Policy

Medication should be taken at home. However, if a child is to take prescription medication during school hours, an "Authorization to Administer Medication" form must be submitted to the school office or when updating information online with Registration Gateway. Forms are available at the school office. The form needs to be signed by the doctor and a parent/guardian. Also, an updated authorization form will be required each time a change is made in the prescription. Asthma multi-dose inhalers may be carried by the student, with the written permission of student's physician and parent. Non-prescription medication may only be given to elementary students per nursing judgment and parent/guardian permission. A written release must be on file and show: medication name, strength, reason/instructions, dosage time to be administered, parent and physician signatures. This applies to all medications.

Medication must be delivered to school by the parent. The medication must be in the original container with specific instructions for administration. No more than one week's supply is to be brought to school. All medication will be kept in a secure area in the school office. Medication will not be kept in the classroom. This includes inhalers, except as noted above.

Parental Involvement

Parent involvement is an essential component for your child's success in school and welcome and encourage your involvement. This begins by the school district's board adopting a parent involvement policy which can be found on the district's website. This policy must then be used by each of our schools or be used to guide the development of each school's procedure for parent involvement. Please contact your child/ren's school to find out the specifics about volunteering there.

Because we receive federal Title I funds, our school must meet specific requirements in this area. Below is what we must do in planning, holding an annual meeting, and providing you information. If you have any questions please contact the school administration or the district's Title I administrator.

Planning

Schools served under Title I, Part A must involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I, Part A programs, including –

- The planning, review, and improvement of the school parental involvement policy

- The joint development of any school-wide program plan under section 1114(b)(2). *[Section 1118(c)(3), ESEA.]*
- The use of parental involvement money received by the school to use to strengthen parents' coming to the site.

If a school already has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process so long as it includes an adequate representation of parents of children participating in Title I, Part A programs and that the process has been approved by the parent representation. *[Section 1118(c)(3), ESEA.]*

Parent meetings

Each school served under Title I, Part A must convene three (3) meetings at times convenient for parents, to inform them of their school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. In order to keep parents informed, schools must invite all parents of children participating in Title I, Part A programs to this meeting and encourage them to attend. Schools must offer a flexible number of additional parental involvement meetings, such as in the morning or evening so that as many parents as possible are able to attend. *[Section 1118(c)(1) and (2), ESEA.]*

Information

Schools served under Title I, Part A must provide to parents of participating children, in a timely manner, information about the programs funded by Title I, Part A. That information must include:

- A description and explanation of the school's curriculum;
- Information on the forms of academic assessment used to measure student progress; and
- Information on the proficiency levels students are expected to meet.

Upon the request of parents, schools must provide:

- Opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.

The school must respond to any such suggestions as soon as practicably possible. *[Section 1118(c)(4), ESEA.]*

Personal Property

Students are discouraged from bringing personal property to school other than normal school supplies and personal clothing. Items such as toys, games, trading cards and recess equipment. The school is not liable for personal property loss due to fire or theft, nor for damage or destruction due to accidents, acts of vandalism, or any other cause, including all natural causes. Children choosing to bring personal property on school premises do so at their own risk.

Preschool

Our district provides preschool services for students who have a delay or disability in one or more areas: speech/language, motor, thinking skills, personal/social, vision, or hearing. Students must qualify under special education guidelines to participate. If you have a concern about your preschool child's development please contact Nampa Early Childhood Learning Center. The district also hosts screenings by

appointment for children age 3 and 4. If you are interested in scheduling a screening please contact the pre-school office at 468-4623.

Racial/Ethnic/Sexual Harassment

It is the policy of Nampa School District No. 131, to the best of its ability, to ensure that all students be free from harassment. Students have a right to learn in schools that promote equal opportunity and a learning environment that is non-discriminatory and free from any conduct that is harassing, deflective, bullying, coercive, or in any way intimidates students.

Students attending schools of the District are:

1. Prohibited from engaging in any conduct that could reasonably be interpreted as harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnicity, or disability; and
2. Prohibited from sexually harassing students or other District personnel.

Harassment includes, but is not limited to, verbal, written, graphic, or any physical contact by any student(s), which disrupts, interferes with, or limits a student's ability to participate as a student. Language that demeans, degrades, embarrasses, or humiliates a student or other employee is not permitted. Harassment also includes acts of aggression, damage to property, intimidation or physical conduct of any kind relating to a student's sex, race, color, national origin, age, religious belief, ethnicity, or disability. Harassment also includes demeaning jokes, taunting, racial slurs, derogatory nicknames, or other derogatory sentiments.

Sexual harassment is misconduct that includes unwelcome sexual advances, requests, sexual favors, either verbal or physical, that are unasked for, which interferes with the relationship of students with employees or other students. Sexual harassment is sexual overtures or conduct that is unwelcomed, offensive to the person, and interferes with a student's educational activities.

Sexual harassment is misconduct when submission is made as a condition of education or participation in school activities, used as a basis for academic decisions, or creates a hostile work or learning environment.

Any student's sexual harassment by employees of the District is "unwelcome" regardless if it was "consensual." Examples of sexual harassment include, but are not limited to:

1. Unwanted sexual touching, verbal comments, gestures, and jokes;
2. Students in a class which is predominantly of one sex subjecting a student of the opposite sex to sexual remarks, teasing, or being questioned about their ability to do the work;
3. Touching oneself sexually or talking about one's sexual activity in front of others;
4. Displaying, wearing or distributing sexually explicit or sexually suggestive drawings, pictures or written materials;
5. Unwelcome solicitation or pressure for sexual favors;
6. Unnecessary touching of an individual, e.g., patting, pinching, repeated brushing against another person's body;
7. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the District; and
8. Cornering or blocking of normal movements.

Examples of conduct which typically would **not** constitute sexual harassment:

1. A single instance of a kiss on the cheek of an elementary student by another elementary student;
2. Hugging the winning athlete;
3. A teacher putting his/her arms around students during photographic session.

Reporting of student harassment may be made by a student, a student's parent/guardian, or a District employee. Harassment witnessed by an employee requires immediate appropriate action to intervene and stop the harassment. A student who becomes aware that another student is being harassed should immediately report the incident.

Reporting should be made to a building administrator. If the complaint includes the building administrator, the report should be made to the Superintendent or designee. This is not to say that reports cannot be made to teachers and counselors and, in such instances, those persons should report the incidents with immediacy to the building administrator.

There is no requirement that reports be made in writing or that any specific timeline within which to report an incident of harassment is required.

When a report of harassment is received by the building administrator, the following procedures shall promptly occur:

1. Obtain a written statement from the complainant;
2. Obtain a written statement from the accused;
3. Obtain written statement from witnesses;
4. Prepare a written report to be submitted to the Superintendent or designee.

If a complaint involves a principal or the Superintendent, the Board of Trustees will appoint an independent investigator to complete the required report.

Appropriate Disciplinary Action, upon sufficient evidence to support the allegation, will be taken in the event the offender is an employee.

If the harassment is caused by a student, and sufficient evidence exists to support the allegation, appropriate disciplinary action in accordance with Nampa School District's discipline policy, rules and regulations, will be taken, up to and including suspension and expulsion. When appropriate, a complaint of harassment will be referred to appropriate law enforcement.

No retaliation shall be taken against any student who reports harassment in good faith. One who retaliates will be subject to the same discipline as though the one retaliating was charged with harassment.

A reasonable effort will be made to maintain confidentiality, but complete confidentiality may not be attainable, and students and employees must accept the fact that complete confidentiality may not be possible. If there is suspected child abuse, such abuse will be reported to the appropriate authorities as required by law.

Report Cards

Report cards will be sent home three times a year. Parent conferences will be scheduled according to the district calendar available at www.nsd131.org. We encourage you to set up additional teacher conferences as needed.

Section 504 Notice

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination against students and staff members with disabilities. The Nampa School District has developed policies and procedures that ensure compliance with Section 504 and ADA.

Included in the regulations is the requirement that students with disabilities be provided a free, appropriate public education. These regulations encompass identification, evaluation, the provision of appropriate services, and procedural safeguards.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education rights and Privacy Act (FERPA). The superintendent designates a 504 and ADA Compliance Officer for the Nampa School District. Anyone wishing to review the District's 504 policies, including grievance procedures, may contact the Nampa School District Office at 619 S. Canyon in Nampa, or call 468-4600.

Student Behavior and Code of Conduct

We are responsible for providing an environment in which all children can and do learn. To do this, we must be sure that our school is safe and orderly, and free of intimidation and harassment. It is important that each student behave in a manner that will help him or her receive the best possible education and that does not interfere with the educational opportunities of others. Our students:

- Arrive to school and class on time prepared and ready to learn;
- Are courteous in the hallway and in interactions with other students and staff;
- Resolve differences amicably and with positive intentions;
- Seek help from staff in difficult situations;
- Dress appropriately for a positive and safe learning environment;
- Follow directions from all staff;
- Treat our campus and school property with respect.

Disciplinary action will be taken for students who act inappropriately at school, on the bus, or to/from school. Inappropriate behavior includes, but is not limited to the following:

- Inappropriate behavior (rough play, rule violation, disrespect, profanity or vulgar or offensive language);
- Bullying;
- Harassment (threats nonverbal, verbal or written, teasing, name calling, intimidating other students);
- Fighting (physical assault aimed at another);
- Vandalism (destruction or defacing of school property);
- Insubordination (willful defiance or choosing not to act as instructed by staff or administration);
- Gang or hate group activity;
- Possession or use of drug, tobacco or alcohol on school property;
- Theft or possession of stolen property;
- Excessive absences, tardiness or truancy;
- Possession of a weapon: any object which could be used to injure another person, has no purpose for being in school or on school grounds and will be considered a weapon for purposes of this policy including, but not limited to, knives, guns, chemicals, sharp objects, toy-like guns, etc.

Inappropriate behavior may result in removal from class, loss of recess privileges, after school detention, in school suspension, out of school suspension, referral to a support team, community service, or other disciplinary action. In some cases, students may be invited to participate in peer mediation, or may be required to participate in an anger management or social skills group. Parents may be asked to participate in the intervention team meetings. Severe misconduct may result in police intervention. The consequences will correspond with the severity of the offense.

We believe that students should behave appropriately. We teach students how to act with respect and responsibility in various settings including restrooms, assemblies, library, entering/exiting, before/after school, field trips, etc. In addition, each teacher has a discipline plan for managing his/her classroom.

Disciplinary Procedures:

Level 1: School and Classroom Management

Classroom management is the first phase of the behavior management process. Expectations will be in place for appropriate behavior in the classroom, school and at recess. If misbehavior becomes chronic or excessive, the child will move to Level 2.

Level 2: Team Level Management Level II (Parent, Student, Teacher)

Level 2 management involves repeated disruptive behavior and the continued violation of school/classroom rules. Such behavior disrupts the learning process and/or learning environment. Consequences may include counseling referral, informal intervention, daily behavior contract, recess or after school detention, and parent-student-teacher conference. Students who continue to disrupt the learning environment and/or process will be referred to the administrator and/or the Intervention Team.

Level 3: Intervention Team and Administrative Level Management

Level 3 is considered severe behavior. Severe behavior is any action that threatens the safety or welfare of any person and/or significantly disrupts the learning process or environment. Referrals for severe behavior will be submitted to the administrator. Students may be referred to the intervention team, suspended in or out of school for up to five days and/or recommended for expulsion. A re-entry conference with the administrator, counselor, parent/guardian and student is necessary prior to returning to school. *The intervention team involves the student, parent, teacher, administrator, and may include a Resource Officer and/or Community Social Worker.

Examples of Behaviors & Possible Consequences

Behaviors	*Consequences are decided on a case-by-case basis with teachers and administrators. All office referrals will result in a conference with an administrator and parent contact.
<p>Level 1: Minor (Inappropriate behaviors)</p> <ul style="list-style-type: none"> ▪ Disregard for school rules on school grounds ▪ Misuse of equipment or property ▪ Inappropriate language (not to another person) ▪ Purposely sliding in mud, on ice, or getting wet ▪ Unacceptable language/profanity ▪ Unacceptable gestures 	<p>Step 1: Possible Consequences for Level 1 Behaviors:</p> <ul style="list-style-type: none"> ▪ Warning—Have student problem-solve ▪ Re-teach expectations ▪ Lunch Detention ▪ Redirect students ▪ Have student walk with staff member ▪ Loses play equipment use for rest of recess ▪ Must play with someone else ▪ Other that is appropriate from supervisor ▪ 5 minutes on the wall

<ul style="list-style-type: none"> ▪ A behavior deemed by a supervisor to fit this level 	
<p>Level 2: Inappropriate behavior directed toward others</p> <ul style="list-style-type: none"> ▪ Disrespect toward another student/adult ▪ Intentionally hitting another student/adult ▪ Inappropriate language directed toward student/adult ▪ Inappropriate gestures directed toward student/adult ▪ Bullying ▪ Aggressive play (pushing/shoving/biting/trying to hurt) ▪ A behavior deemed by a supervisor to fit this level ▪ Bus Citations 	<p>Step 2: Possible Consequences for Level 2 Behaviors:</p> <ul style="list-style-type: none"> ▪ Conference with student ▪ Loss of privileges ▪ Student calls parents ▪ ISS (In-School Suspension) ▪ Documented in Behavior Log by Teacher ▪ If Level 2 behaviors become chronic, move to step 3.
<p>Level 3: SEVERE BEHAVIOR: Danger to self or to others</p> <ul style="list-style-type: none"> ▪ Physical Contact (fighting, hitting, kicking) ▪ Illegal acts (weapons, vandalism, drugs, etc.) ▪ Inappropriate throwing of objects ▪ Verbal/written threats ▪ Leaving designated area without permission ▪ Ongoing bullying/cruel teasing ▪ Chronic Level 2 behaviors 	<p>Step 3: Possible Consequences for Level 3 Behaviors or Chronic Level 2 Behaviors:</p> <ul style="list-style-type: none"> ▪ **Office Referral, with documentation sent home and documentation in PowerSchool ▪ Citations will need to be signed by a parent or guardian and returned to school if issued <p>**Office Referrals <i>may</i> result in the following:</p> <ul style="list-style-type: none"> • ISS (In-School Suspension) or loss of recess • Referral to Counselor • OSS (Out-of-School Suspension) • Referral to District Office and/or School Board

Student Records/Family Educational Rights and Privacy Act FERPA

Federal and state laws require school districts to maintain certain academic and behavioral records on students. The records allow the school staff to share progress information with parents and other educational institutions. They also document the eligibility of students for various federal and state mandated programs. Students frequently request copies of their records many years after they have left school to assist them in documenting school attendance and eligibility for certain programs.

The following information details parent and student rights with respect to student records.

Confidentiality of Student Records

All student records are confidential and may be opened for inspection only in accordance with applicable federal and state law and school board policy.

Rights of Parent(s) or Student(s) to review records - Annual Notice

The district shall annually notify parents and eligible students through this handbook of their rights. The parent(s) or eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to law, file with the United States Department of Education a complaint under 34 CFR §99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

Directory Information – Annual Notice

Directory Information means personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released such as: student's name, address, telephone listing, date and place of birth, classroom teacher, officially recognized activities and sports participated in, weight and height (if on athletic team,) dates of attendance, awards received and the previous school or program attended, photos, school newspaper, including yearbook and such categories of information as the superintendent shall designate.

Directory Information shall be released only with administrative direction. Information will not be given over the telephone except in health and safety emergencies.

Parents will be notified annually through this handbook and online enrollment process. The parent/student will be given the opportunity to limit the release of directory information through the annual update in Registration Gateway.

Media & district, school & other print, video, & electronic publications – Annual Notice

Often local media (newspapers, radio, and television outlets), school and district staff are in our schools or at school-sanctioned events to gather information, take photographs, record video of our staff and students for print, video, or electronic publications.

If you object to having your student participate in media coverage you will be given the opportunity to limit media access through the annual update in Registration Gateway. Excluding students from media, district, or school coverage of public events with large groups of people such as assemblies, dances, games, or activities such as field trips outside of school, etc. is not possible. Please talk with your student about your preferences should they be approached by the news media to be interviewed, photographed, or video taped.

Teacher & Aide Qualifications, Right to Know

Parents are welcome to ask about the professional qualifications of their child's classroom teacher(s) and/or aides working the child. Federal law gives parents the right to know answers to the following questions:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?

- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for four or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the qualifications of your child's teacher or instructional aide, please contact the Human Resources Department of the Nampa School District at 468-4600. Information also is available online at the State Department of Education: <http://www.sde.idaho.gov>.

Testing

Students take various statewide and district tests throughout the year. Please help us in preparing your child for these formal tests. Check with your child's teacher for ways you can help your student prepare.

Visitors

Visitors are welcome. But to ensure the safety of our campuses, we require all visitors to check in at the front office and receive a visitor's pass. You may be asked to show your identification. Parents who would like to visit a classroom must call or email in advance to make arrangements. Students who do not attend the school will not be allowed to visit during regular school hours.

Volunteers

Volunteers are welcome and appreciated at our schools. Anyone who is interested in volunteering in our classrooms must fill out a volunteer registration form with the front office. Volunteers will be required to check in at the front office each time they come to volunteer in the classroom.

Weapons

The Nampa School District has "zero tolerance" for students who possess, use, or store weapons, destructive devices including explosives and incendiary devices, or other objects/substances which may be used as weapons, or are capable of being used as weapons on school grounds, at school-sponsored activities, or in any school vehicles.

Any violation of this policy or rules and/or regulations to administer this policy, may result in expulsion from school.

Withdrawal

The procedure for withdrawal is as follows:

- Contact the office, preferably in person if you need to withdraw your child.
- Return all school and library books. Make sure all fees and fines are paid.
- Check with the kitchen for refunds or charges to be paid.