



CALDWELL HIGH SCHOOL

STUDENT HANDBOOK 2018 – 2019

By attending Caldwell High School, you are agreeing to the policies stated in this handbook and will be held accountable for any policies that are violated.

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PRINCIPAL'S MESSAGE

Dear Parents and Students:

It is with great pride and pleasure that I welcome you to Caldwell High School for the 2018-2019 school year! My goal for the students of Caldwell High School is to have students prepared for a successful life after graduation. We promise you will be challenged with relevant and rigorous course work that inspires you to achieve at a high level. You will have an excellent academic experience at Caldwell High and be prepared to achieve your post high school goals, whatever they may be.

Caldwell High School is staffed by highly qualified and competent teachers and staff. They are here to assure you have every opportunity to achieve the success you desire. Teachers offer a diverse array of courses that are sure to inspire you to pursue your academic passions.

Caldwell High School has a long and distinguished tradition of success in our extra and co-curricular activities. I hope you will choose to become involved in school outside of the academic day through one of the wide variety of clubs and activities.

We know the years you spend in high school will set the foundation for your life. We encourage both you and your parents to stay actively involved in your education and make your experience at CHS one to remember. Have a great year and go Cougs!

Sincerely,
Anita Wilson
CHS Principal

CHS ADMINISTRATION

Anita WilsonPrincipal
Tyler Harding..... Vice Principal
Debbie Dawson Vice Principal
Karen Cameron Dean of Students
John Hallock Athletic Director
Patrick PrechtCounselor
Leah Morono.....Counselor
Brooke Winston.....Counselor

All faculty, administration, and other school employees can be contacted by phone or e-mail. The phone number is 208-455-3304. If you have access to e-mail please see the district or school website for an e-mail list.

Main CHS phone number: 208-455-3304
Attendance:..... ext. 2112
Spanish attendance:..... ext. 2108
Health Aide: ext. 2116
Athletic Director:..... ext. 2169
Registrar: ext. 2115

Office hours are 7am-4pm.

Voice mail is available 24 hours. Please allow 24-48 hours for voicemail messages to be returned. We will return messages as soon as possible.

STUDENT IDs

All students at Caldwell High School will be issued a photo ID card at registration. This card will serve as a hall pass, library card, lunch card, and activity pass. **Students will be required to display the ID card, on their person, throughout the school day. The ID card shall not be defaced or written on in any manner.** Any defaced or damaged ID card will be confiscated and students will be required to purchase a new one at the expense of the parent/guardian. Students may not be in possession of any ID not belonging to them.

CALDWELL HIGH SCHOOL FIGHT SONG

Fight for the fame of our Caldwell High
Now and forever don't let her die!
To her spirit er' be true-

Fight for her colors GOLD AND BLUE!
Teamwork's the password for every game;
Fight fair and square and honor her name!
CHS depends on you, so onward to VICTORY!

CALDWELL SCHOOL DISTRICT MISSION & VISION STATEMENT:

Our Mission:

Our purpose is to empower the whole child to achieve personal goals and strengthen our communities.

Our Vision:

Caldwell School District is a safe and supportive learning environment where all students graduate ready to pursue their personal and post-high school goals as self-motivated productive members of their community.

CALDWELL HIGH SCHOOL MISSION & VISION STATEMENT

Our Mission:

Provide opportunities, eliminate barriers, and support students as they grow and achieve success.

Our Vision:

CHS is a place where our graduates are prepared with the skills and knowledge that will enable them to be engaged citizens of the community, to pursue their desired career paths, and to maintain a lifetime love of learning.

CALDWELL HIGH SCHOOL & DISTRICT POLICIES:

Policies listed in this handbook are summarized and/or abbreviated. To reference a complete Caldwell School District Policy, please visit www.caldwellschools.org/policies

PARENT AND PATRON PROBLEM SOLVING

The district follows an interest-based approach to problem solving. Patrons who have concerns need to address them with the building Vice Principal, followed by the building Principal. CSD Board policy #1012

BELL SCHEDULE

0 hour	6:38-7:30	
1 st period	7:50-8:42	
2 nd period	8:46-9:38	
3 rd period	9:42-10:34	
4 th period	10:38-11:38	A Lunch 10:35-11:05
B Lunch	11:39-12:09	4 th period 11:09-12:09
5 th period	12:13-1:05	
6 th period	1:09-2:01	
7 th period	2:05-2:57	

EARLY RELEASE BELL SCHEDULE

0 hour	6:52-7:30	
1 st period	7:50-8:28	
2 nd period	8:32-9:10	
3 rd period	9:14- 9:52	
4 th period	9:55- 10:34	
5 th period	10:38-11:16	A Lunch 10:35-11:09
B Lunch	11:17-11:51	5 th period 11:13-11:51
6 th period	11:55-12:33	
7 th period	12:37-1:15	

ATTENDANCE POLICY

Regular attendance is a vital requirement for all students in order to make certain that educational opportunities and experiences are maximized. CSD Board Policy #3040 & #3050. The Caldwell School district requires a minimum of 90% attendance. Therefore, every effort should be made by students, parents, and

administration to ensure that students are in attendance and punctual every day. **A student may have to petition for credits if they miss more than 9 days.** Students will be notified if they need to petition. Only documented extraordinary circumstances (see below) will be considered as valid reasons to violate the attendance policy. A school activity absence(s) from class(es) is the only absence not counted in the nine day total.

Extraordinary Circumstances:

1. Illness or accident in which confinement either at home or in a hospital is verified in writing by a licensed physician, dentist, psychiatrist, or other health care professional.
2. Court appearances as verified by a copy of the subpoena.
3. Bereavement for a member of the immediate household.
4. State, regional, national, or international events organized for the purpose of continuing competition.
5. Religious observances where participation is required and can be verified in writing by an appropriate church official/document.
6. Trips or activities of unusual opportunity that can be shown to have significant educational value. Students must have a "B" average in all classes, must complete any make-up, may not be in excess of the attendance policy prior to the trip, and will be required to enter into an attendance contract for the remainder of the semester.
7. Other extraordinary circumstances as determined by the building Principal.

TRUANCY

Truancy is defined as a student being absent for all or any part of the school day, without the approval of the parent, guardian or school authorities. This includes if a student is on campus, but not in the assigned location. **Parents have 48 hours to call in to verify an absence.** Truancies accrue for the entire year. Consequences for truancies will be time for time. Each period missed up to 4 periods is equal to 1 afterschool detention up to 4 detentions. If a student is truant for 5 or more periods, they will receive one or more days of In-school Suspension.

- 1st offense:** Time for time, parent notification
2nd offense: Time for time, parent notification
3rd Offense: Time for time, parent notification, Hall Freeze
4th Offense: Time for time, Referral to district truancy officer, referred to the CSD board to

be declared as a habitual truant, report student to the Department of Transportation for recommendation of loss of license

5th offense and beyond: Time for time, referral to Truancy officer and possible Magistrate court. Other consequences may apply at the discretion of the building administration.

PARENT/GUARDIAN ABSENCE NOTIFICATION:

Parents/guardians will be notified by phone and/or mail when there is an attendance concern. A conference or appearance at truancy court may be required. It is the responsibility of the parents/guardians to know the attendance status of the student.

EXTENDED ABSENCE PROCESS

When a student knows he/she will have an extended absence because of extraordinary circumstances (above), the student shall communicate with the School Administration to make arrangements and/or receive approval.

PETITIONING PROCESS

Students who violate the 90% attendance rule may lose credit in any class in which they have missed more than 9 days. Students may be requested to petition credits. An attendance committee comprised of administrators, counselors, a board member and/or teachers (additional staff as designated) shall consider the record of each petitioner. The decision of the attendance committee may be appealed to the Board of Trustees within ten (10) school days of the date that written notification of the decision has been mailed to the parent/guardian. If the petition deadline is not met, no consideration of credits will occur and credit will be lost. **Students who have violated the attendance policy and have been truant are in danger of losing credit. (See Truancy)**

TARDY

Students are tardy from class if they are not in class when the tardy bell rings in any period. Students arriving to school late should check into the office to receive a tardy slip before going to class. Tardies restart each semester.

Consequences for tardiness are as follows:

3rd Tardy: (1st referral) One after school detention.

6th Tardy: (2nd referral) Three after school detentions

9th Tardy: (3rd referral) In-School Suspension, and parent contact.

12th Tardy: (4th referral) In-School Suspension parent conference/student contract, no night activities and a referral to the district truancy officer. Other consequences may apply at the discretion of the building administration.

CHECK IN/CHECK OUT

Caldwell High School operates a closed campus, therefore, students must be checked out by a parent, guardian, or person designated on the enrollment form. Eighteen year old students living at home must have parent approval to check themselves in or out of school. All students must sign in or out of school with the office, no matter what the reason. Failure to do so will result in truancy.

MAKE-UP PROVISIONS

It is the responsibility of the student to make up all work missed due to any absence. The student must meet with the teacher and establish a timeline for completion. Days granted for make-up work will begin the day the student returns to school. Long-term absences and arrangements for make-up work should be arranged ahead of time. Long-term assignments, such as portfolios, projects, and research papers, are due on the originally assigned due date unless arrangements have been made with the teacher. The teacher may make substitutions or alternative assignments for work missed. Grades may be affected by any absence. Make-up instruction and/or work may require a student to meet with the teacher outside of regular classroom time. Final Exam make-ups will only be allowed in the event of an emergency and must have administrator approval 10 days prior to the exam date.

ATTENDANCE AND THE DRIVER'S LICENSE

Any student who has been verified by the school as dropped from enrollment or a habitual truant will be reported to the Department of Transportation as per Idaho Code 49-303A.

ABSENCE VERIFICATION

Each time a student is absent, the following procedures must be followed:

- ✓ To have an absence excused, **a parent/guardian** must direct a telephone call or send a note to the school prior to the student's return to school. If this process is not followed, the student will remain as marked truant.

- ✓ After ten consecutive days of absence the student may be unenrolled without further notice.
- ✓ Parents can contact the school 24 hours a day at **208-455-3304, ext. 2145**, for English and ext. 108, for Spanish. You may leave a message on the recorder. The parent/guardian should identify themselves, their student's name and grade, the periods missed, and the reason for the absence.

DRESS CODE/STUDENT APPEARANCE

CSD Board Policy #3255

Caldwell School District strives to maintain an education environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the District requires students to maintain a neat and clean appearance that is appropriate for the school setting and for the tasks being performed and to encourage the professional dress that will be expected in the workplace as adults.

1.1 Students will be given the opportunity to make respectful choices with regard to collars, sleeves, patterns, designs, and logos on upper and lower body clothing as well as outerwear, within the Board of Trustees' expectations.

1.2 The following expectations will be enforced when the student is on school premises or any school sponsored event, regardless of location.

1.2.1 Students are not to wear or carry items of apparel, clothing, accessories, cosmetics, tattoos – temporary and/or permanent, body markings, jewelry – including body piercings, which depict or allude to, by picture, symbol, or word:

- drugs – including alcohol and tobacco;
- controlled substances;
- drug paraphernalia;
- gangs;
- violence;
- sexually explicit, lewd, indecent content;
- promoting or encouraging bullying;
- denigrating to an individual's race, ethnicity, gender, and/or religious affiliation;
- illegal acts;
- identified as derogatory, offensive, oppressive in nature, or abusive.

1.2.2 The wearing, using, carrying, or displaying any other gang clothing or attire, or style, jewelry, emblem, badge, symbol, sign, codes, tattoos, or other things or items which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity at any time.

1.2.3 The wearing, using, carrying or display of any professional sport league including the NFL, NBA, MLB, MLS, and NHL, or other professional sport league clothing or attire, jewelry, emblem, badge, symbol, sign, codes, tattoos, or other things or items is prohibited on any school premises or at any school sponsored activity at any time.

1.2.4 Head coverings are inappropriate in the school building during regular school hours, unless specifically authorized by the building administrator/designee.

1.2.5 Clothing for the upper body shall have a modest neckline, cover the chest, midriff, and back, with no undergarments showing.

- All items must fit properly.
- School spirit shirts or college/university clothing are permitted.
- Muscle shirts, tank tops, spaghetti straps, or strapless tops are not permitted.

1.2.6 Clothing for the lower body shall not reveal buttocks or undergarments, or have rips or tears above the knee.

Lower Body Clothing Expectations:

- All items must fit properly.
- Includes: jeans, pants, capris, skirts, shorts, skorts, and culottes.
- Leggings or yoga style workout attire may not be worn as pants.
- All items must not be no shorter than three (3) inches above the knees. (The student ID card can be used to measure this length.)

1.2.7 Outerwear - Sweatshirts and sweaters are permitted indoors. Administrator discretion reserved in all questions or concerns regarding outerwear.

1.2.8 Students are required to wear shoes or other appropriate footwear in school buildings at all times, unless authorized by the building administrator/designee.

GANG APPAREL/ACTIVITIES

CSD Board Policy #549

The Caldwell School district Board of Trustees has adopted policy # 549 that makes it unlawful for any individual or group to engage in any behavior that is considered disruptive, harmful, criminal, or that advocates hatred or discrimination toward other individuals, nor will any display of symbols, mode of dress, or any activity related to this type of behavior be permitted. Some symbols related to gang behavior that are not allowed are the following but not limited to:

- Professional Sportswear, including coats, jerseys, lanyards, hats, shorts, t-shirts etc.;
- Shaved or notched eyebrows;

- Shaved or colored markings in the hair;
- Markings on hands and or near eyes;
- Jewelry depicting combinations of numbers or images associated with gangs. i.e.: one earring on one ear and three in the other;
- Monogrammed belt buckles;
- Gloves worn in the building;
- ICP clothing, accessories, and etc.;
- Hanging belts;
- Sunglasses are not to be worn in the building
- Shorts and socks that meet at the knee or overlap;
- Oversized pants;
- Color on color attire i.e.: black on black;
- Number markings- 13, 14, 15, 31, 41, 88, 18 or others deemed to be unacceptable;
- 8 ball markings;
- One rolled up pant leg or sleeve;
- Drawings or pictures of spray paint cans, clown faces, graffiti and etc.;
- Old English style writing, graffiti style writing, LA, South Pole on clothing, papers, notebooks, etc.;
- Any kind or color of bandana or scarf;
- Red or blue shoe laces or any other color that are known to be affiliated with some kind of gang membership;
- Wrist bands depicting red, blue, black, or green;
- Drug markings such as 4:20;
- Any combination of letters, numbers, or symbols that are found to have an association with gangs, crews, or cliques.
- Gang related tattoos must be covered at all times;
- Pants must be fastened at the hip;
- Oversize shirts must be tucked in.

The intent of the policy is to promote a safe and secure environment and limit the disruptions that gang activity causes in schools. Gangs continually create ways to identify themselves, develop new gangs, and recruit others. Therefore this dress code policy and prohibited gang attire information will be reviewed on a regular basis as we continue to monitor gang activity in the area and across the state. Each individual school and The Caldwell School district reserves the right to add to, change, or adjust this policy at any time during the school year when necessary.

ELECTRONIC DEVICES

If students bring personal electronic devices such as cell phones, cameras, tablets, laptops, etc., to school, they do so at their own risk. The school assumes no responsibility for the damage, loss or theft of the item. Electronic devices may be used

in the classroom at the discretion of the classroom teacher for educational purposes only and must not disrupt the educational process. **Misused electronic devices will be confiscated from the student.**

Cell Phone use in school: Phones may be used in the classroom at the discretion of the teacher for educational purposes only and must not disrupt the educational process.

Students who violate this procedure:

1st offense: Confiscation of the device to be picked up by student after class

2nd offense: Confiscation of phone and sent to the office to be picked up by a parent or guardian. The offense will be written up as a referral in Skyward.

Subsequence violations of this policy will result in a conference between student, parent, and administration with consequences of possible In-School or Out-of-School suspension.

DETENTION

The purpose of detention is to give a consequence to an action of a student. Detention is 40 minutes long and in general is held on Monday, Tuesday, Wednesday and Thursday after school. It is held in the Lecture Hall.

IN-SCHOOL SUSPENSION

The purpose of In-School Suspension is to remove a student from the normal school day either as a consequence for an action or to enable the normal classroom to function without the student. In-School Suspension runs the entirety of the regular school day. The student's teachers will provide work for the students to complete. The in-school suspension teacher may also assign additional work and community service throughout the day.

OUT OF SCHOOL SUSPENSION

CSDBoard policy #3330

If suspension is the consequence of a student's misbehavior, the principal may suspend a student for a period not to exceed five (5) days. The Superintendent or the School Board may extend this for an additional period of time. Parents/Guardians will be contacted by the administration and a conference scheduled to review the reason(s) for the suspension. Students who are suspended from school may make up their schoolwork, if requested from the teacher, and will receive credit in accordance with the make-up policy.

SUSPENDABLE OFFENSES

CSD Board Policy #3330

Egregious offenses may result in the student being brought before the board of trustees for an expulsion hearing. Offenses that may result in suspension or expulsion include but are not limited to:

Alcohol, Drugs, and Narcotics: Use/being under the influence, possession, or sale of alcohol, narcotics, paraphernalia, or other hallucinogenic drugs or substances on school property or elsewhere under the authority of school personnel. CSD Board Policy #551.

Bus Conduct: Continued disorderly conduct or refusal to submit to authority of the driver. CSD Board Policy #3340 & 3340P

Dress Regulations: Violation of dress code on page 7. CSD Board Policy #3255

False Reporting: Disparaging reports that compromise the integrity or reputation of any student or staff members. See CSD Board Policy #3340 & 3340P

Forgery: Forging notes, signatures, excuses, or other school documents. See CSD Board Policy #3340 & 3340P

Harassment/Intimidation/Bullying/Hazing of School Employees or Students:

See CSD Board Policy #554.

Insubordination, Disrespect, Etc.:

See CSD Board Policy #3340 & 3340P.

Display of Public Affection: Graphic displays of public affection are inappropriate at school and will be addressed as a discipline issue. See CSD Board Policy #3340 & 3340P.

Defiance: Refusal to comply with any reasonable request of a teacher in or out of the classroom. Board Policy #3340 & 3340P.

Tobacco: Use or possession on school premises or elsewhere while under the authority of the school. CSD Board Policy #512 & #950

Profanity/Vulgarity: CSD Board Policy #516.5

Gang Activity: See Board Policy #549 and #538.

Assault and Battery: at any time or place related to school attendance or functions. CSD Board Policy #550 & 3340 & 3340P.

Fighting: involvement in fighting, threatening, inciting, or challenging, either in groups, gangs, or individuals on the school premises or elsewhere under the authority of the school personnel. CSD Board Policy #3340 & 3340P, 550, 538.

False Fire Alarms and Bomb Threats:

CSD Board Policy #538.

Initiations: There are to be no initiations into any organizations, on or off school grounds, whether public or private. CSD Board Policy #549.

Extortion: taking possessions from another person by threat or force.

Fires, Explosives, or Threat Thereof: CSD Board Policy #538.

Keys: illegal possession, unauthorized use of, or duplication of keys to school building or premises. See CSD Board Policy #901.

Lewd and Lascivious Acts: engaging in or performing lewd and lascivious acts on school grounds or at school-sponsored activities. See CSD Board Policy #538.

Trespassing/Forced Entry: trespassing or forced entry to school buildings or school events. See CSD Board Policy #934.

Other Offenses: Serious infractions not identified above that endanger the lives of students, employees, or visitors, and/or results in theft, damage to school buildings, school property or possessions of students, staff members, or visitors. See CSD Board Policy #3340 & 3340P.

STUDENT HARASSMENT

It is the policy of this school to maintain a learning environment that is free from harassment.

Harassment includes ethnic slurs, racial jokes, verbal or physical abuse or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.
4. Has demonstrated unwelcome, personally offensive sexual overtones.

Students who believe that they are being harassed should report the situation to school personnel. All reports of harassment will be investigated. If there is sufficient evidence to support the allegation of harassment, the individual doing the harassment may have disciplinary action up to and including expulsion. If the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion. See CSD Board Policy #3295 & #3295p.

SEXUAL HARASSMENT

Purpose: It is the policy of the Caldwell School district to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the

earliest level possible, an appropriate resolution to an allegation of sexual harassment.

Definition of Sexual Harassment: Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by someone from or in the work or educational setting.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
2. Among peers, continuing to express interest after being informed that the interest is unwelcome.
3. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
4. Within the educational environment, engaging in sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

Reporting Procedures: All reports of sexual harassment will be investigated. Anyone who believes that they are being harassed should report the situation to any of the following persons immediately:

1. A Guidance Counselor
2. A Teacher
3. A Vice Principal
4. The Principal
5. The Superintendent
6. School Resource Officer (SRO)

Confidentiality: Because of the sensitive nature of the complaints of sexual harassment, any investigation shall be conducted, to the maximum extent possible, to protect the privacy of both the complainant and the accused. See CSD Board Policy #3295 & #3295p.

VANDALISM, THEFT, OR DESTRUCTION OF SCHOOL PROPERTY

Any student, who steals, destroys, or defaces school district property, or the property of another

individual located at a school site, will receive prompt and decisive disciplinary action, which may include, but is not limited to, suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his or her parent/guardian will be held responsible for restitution to the full extent of the laws for any damage to school district property. See CSD Board Policy #538.

WEAPONS POLICY

CSD Board Policy 3330

The Caldwell School district and Caldwell High School are committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at a school-sponsored activity. Students are not allowed to bring weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members or visitors, or could be used to disrupt the educational process.

Prohibitions

Students attending Caldwell High School are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

Disciplinary Actions

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the

likelihood of recurring violation' and the student's prior conduct.

Expulsion Mandated by Federal Law

The board of trustees shall expel a student when the student's actions violate federal, as set forth in the Gun-Free Schools act, and/or state law regarding the prohibition of weapons:

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis, taking into account the individual circumstances and the severity of the incident.

Referral to Law Enforcement

Caldwell High School, the Caldwell School district and/or the Board of Trustees may refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act, to law enforcement.

TOBACCO and E-CIGARETTE USE

CSD Board Policy #512 & #950

It is a violation of this policy for any student to use, possess, procure or attempt to procure or dispense or distribute any tobacco while on school property or while attending a school activity or event or while being transported to or from school or school-sponsored events in school owned and/or contracted for vehicles of any kind or at any location, public or private, where students are attending as representatives of this district.

Possession includes on the person, locker, vehicle and/or any other location over which the student is exercising some control by the placement of any tobacco.

STUDENT DRUG AND ALCOHOL USE

CSD Board Policy #551

The Board of Trustees will not tolerate the sale or distribution of drugs and/or alcohol on school property or school sponsored events.

Students attending school in this district will not use, Possess, sell, buy, or distribute drugs, including alcohol, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's Drug and alcohol use policy when:

- The student is on School Premises, evidencing behavior that creates a reasonable suspicion

that the student may be illegally under the influence of drugs;

- The student admits to using, possessing, selling, buying, or distributing drugs on school premises;
- The student is found to use, possess, sell, buy, or distribute drugs or related paraphernalia, or any substance, which was packaged, labeled, or otherwise represented to be a drug, regardless of the real nature of the substance on school premises;
- The student is found to possess drugs, related paraphernalia, or to have such substances on the student's person, or in the student's locker, vehicle, or other property on school premises;
- The student is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises.

Alcohol/Controlled Substances:

CSD Board Policy #551

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drug paraphernalia or drugs, including alcohol or controlled substances. Any evidence of a violation of the law and this policy may be seized by the principal or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security or illegal materials or materials in violation of school policy. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials or those items that may be a threat to safety and security are contained inside. Such patrols and inspections may be conducted without notice, consent or a search warrant.

The student and/or parents/guardians may submit drug testing results to the principal for consideration in determining the appropriate disciplinary action. To be considered, the test must be performed within 24 hours of the incident giving rise to a determination of reasonable suspicion. The test must be performed by an appropriately licensed medical facility. A negative test result does not, in and of itself, negate a determination of reasonable suspicion. The cost of the test will be the responsibility of the student and/or parent/guardian.

Students are in violation of this policy when they are knowingly present when an offense occurs and do not report it to school authorities. Discipline will be imposed on students who are knowingly present.

Students may not use, be under the influence, attempt to secure, distribute, sell, or possess controlled substances at school, on school grounds, and during school sponsored activities on or off campus or while representing Caldwell School District or schools.

Administrators, including principals, the Superintendent and their designees may exercise discretion in determining an appropriate disciplinary procedure. Discipline may include and is not limited to detention, in school suspension, out of school suspension, board of review, recommendation for alternative placement, referral for counseling, community service, referral to law enforcement, and/or expulsion.

BOARD OF REVIEW

The purpose of the Board of Review is to resolve problems and to provide school-based intervention, redirection, and meaningful consequences prior to Caldwell School District Board of Trustee involvement.

Students will be brought before the Board of Review in cases where the student is accused of a serious breach of school district policy or the law that could result in expulsion from Caldwell School District #132. See CSD Board Policy #3355

SEARCH BY SCHOOL OFFICIALS

CSD Board Policy #542

At any time during school hours or at school events with reasonable suspicion of a behavior that violates the school board policies, a student may be subject to search. This search may include

possessions, lockers, and vehicles. At various times, the school district may partner with law enforcement to bring in drug dogs to search the building, lockers, and student possessions.

STUDENT COMPUTER, INTERNET & E-MAIL USE

CSD Board Policy #698 or 3270 & 3270P

Students must understand and practice proper and ethical use of the district computers, internet and e-mail. All students will be assigned an account name and password. Users should protect their passwords and never share them with other students.

All users of the Internet must comply with existing rules and Acceptable Use Policies (Policy #698 or 3270 & 3270P Student Computer, Internet, & E-Mail Use). Internet use is a privilege, not a right and may be cancelled by the district for inappropriate use. By signing on to a district computer the user is agreeing to the Acceptable Use Policies.

Vandalism of school computer or other technology equipment or using this equipment for harassment will result in cancellation of user privileges. Any action by a user that constitutes inappropriate use as determined by the Caldwell School district administrator or any violation of the policy, or federal laws, posted classroom or district rules will result in disciplinary action and/or loss of use of the network, and/or civil/criminal prosecution. Users in violation of any rules and/or laws, may be required to reimburse the Caldwell School district for any losses, cost, or damages, including attorney's fees.

ACADEMIC DISHONESTY

CSD Board Policy #539

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are not tolerated. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that were meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Removing a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and

- Copying or misusing papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or failure of the class detention, suspension, or expulsion.

DISRUPTION AND LOITERING ON SCHOOL GROUNDS

CSD Board Policy #934

Idaho Code provides that a person who disrupts the educational process or whose presence is detrimental to the morals, safety, health, academic learning, or discipline of the pupils or who loiter in the school or on school grounds, is guilty of a misdemeanor.

Once a student’s daily schedule is completed, they are required to leave the school campus unless prior arrangements have been made (tutoring, practice, homework, detention, etc.).

GANGS AND RELATED ACTIVITY

CSD Board Policy #549

Caldwell School District recognizes that gangs and gang activities are detrimental to the educational process in our schools. All gang and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited and will not be tolerated in any of the public schools in this district and at all school functions.

BOOKS, FEES, EQUIPMENT, AND FINES

Meeting personal financial obligations is regarded as an important attribute of a responsible adult and citizen.

The personal responsibilities of students at Caldwell High School include the prompt return of books and supplies in good condition, and prompt payment of all participation fees and fines.

Students are responsible for their obligations and will be held accountable for meeting them. All equipment and materials must be returned and any indebtedness must be settled to participate in the student’s Commencement.

CAMPUS VISITS

Caldwell High School visitors are required to check in at the Main Office and obtain a visitor’s pass. Caldwell High School does not allow outside students to visit during the school day, including lunches. CHS welcomes parents and all parent visits must be approved by administration.

CLOSED CAMPUS

CSD Board Policy #361

Caldwell High School has a closed campus. Students will be required to stay on campus during lunch time. Student visitors will not be allowed on campus without administrative approval during the day including lunch time. Students are not permitted to go to their cars without administrative approval. Students who wish to walk to his/her home for lunch may do so if written verification from his/her parent is on file and the request has been approved by administration. Students who leave the school grounds after arriving at school will be considered truant and subject to the consequences of the truancy policy.

Students may leave the school campus to go to an appointment, engagement, or if other exceptional or emergency circumstances exist, provided that written or verbal notice has been received from the parent prior to the intended absence. Students are required to check out with the attendance office. Failure to follow this policy will result in an automatic truancy.

DELIVERIES OF GIFTS, FLOWERS, BALLOONS

Caldwell High School will not accept or deliver gifts, flowers, balloons, coffee or other items any day due to the size of our student body, the strain that this practice has placed on office staff and the interference with the educational process. Parents are invited to bring such items with them and present them to their child as they pick them up at the close of the school day.

USE AND PARKING OF AUTOMOBILES

The right to operate an automobile around the school grounds may be suspended for the student when the safety of others demands it. The following driving regulations and parking procedures are established to minimize accidents on the school grounds and obtaining and holding parking space.

1. Speed limit on the school ground is fifteen (15) miles per hour maximum.
2. Reckless driving will result in loss of parking privileges.

3. Students should park in designated parking spaces ONLY. Parking in an unauthorized parking spot will result in a school issued parking ticket with a fine of \$5.00. The parking lots and vehicles parked on the streets around the school are off limits to students during the school hours. There is positively no loitering in or near parked vehicles at any time. If a student must retrieve something from their car, they must have administrator or teacher permission. Under no circumstances will students be allowed to travel on school business/activities in cars driven by students without parental permission. See CSD board policy #524

SCHOOL ACTIVITIES AND DANCES

Only School Administration can grant permission to schedule an activity or place an event on the school calendar. Students are advised to ask permission for an activity as far in advance as possible.

All students wishing to attend a school dance must present an activity card or identification card.

School sponsored dances and socials are held only at the school or other approved places. No dance or activity will extend beyond 11:00pm. The regulations confine attendance to members of the student body with these exceptions: A member of the student body may bring a guest, if the guest is approved one week prior to the event by the principal or his/her designee. Guests are required to provide picture ID. School dances and social affairs are carefully supervised and parents are welcome and urged to attend whether specifically invited as chaperones or not. Other regulations pertaining to school dances are:

1. No person may enter or stay in attendance at any school dance if they have been drinking intoxicating drinks or are under the influence of any narcotic substance. Students will be subject to disciplinary action under the Drug-Alcohol Policy.
2. Students leaving the building during a dance will not be permitted to re-enter.
3. Caldwell High School Activity/ID cards are required for admittance to school affairs and dances.

Any student not in good academic standing, as determined by school administration, may be ineligible to attend school activities and dances. Any student on the No-Night Activity list, or

currently suspended, may not attend school activities and dances.

SCHOOL-SPONSORED ACTIVITY TRIPS

CSD Board Policy 2550/2550P

All school-sponsored trips taken for the purpose of participation in any athletic contest or educational endeavor shall be chaperoned by a member of the teaching or administrative staff, must be approved by School Administration, and is subject to all school rules and policies. No student who is not an active participant in the event shall be permitted to accompany the group.

Students participating in school activities where buses are used for transportation may not go or return by private means. Any exceptions to the above must be approved by the Principal.

All baggage and personal effects may be opened and searched by school personnel before or during the trip.

FREEDOM OF SPEECH, PRESS, AND ASSEMBLY

Only material that has been written and/or spoken by students currently enrolled in the school that has been approved by the principal or his/her designee, and has been reviewed by the student council can be distributed on school property. Persons other than school students, teachers, and the staff may not use school time or premises for verbal or written communication, except with the approval of the superintendent or his/her designee.

Free speech or assembly may not be used to disrupt the educational process. See CSD board policy #516.5

RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA) affords parents and students certain rights with respect to educational records. For more information:

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

SCHOOL NUTRITION PROGRAMS

Caldwell High School takes part in the Community Eligibility Program. All students receive a free breakfast and lunch. CHS provides a variety of wholesome breakfasts and lunches to students.

Student ID cards will be used to account for meals served. Students are expected to clear their own tables and eating areas.

Students will remain in either the food court or outside during their lunch. They will need a pass from a teacher to use the library or to go to a classroom during lunch.

ADMINISTERING MEDICATION

CSD Board Policy #3510

If a student must take medication during the school day, these guidelines will be followed:

1. The parent/guardian must submit in writing (Medication Consent Form) that a prescription medication is to be given during school hours. Specific directions for administering the medication, the parent's/guardian's signature and the physician's signature must be received before any medication will be given to the student.
2. The medication must be in the original container with the student's name, prescription number, doctor, and directions clearly set forth on the container.
3. It is the student's responsibility to come to the office at the appropriate time to take his or her medication.
4. Non-prescription medication, such as aspirin or Tylenol, will not be provided to students. Secondary school students may keep and administer their own non-prescription medication, but they may bring only one day's supply of medication to school. A completed Medication Consent Form or patient note should be on file in the health staff's office and a copy in the student's possession. The medication must be in its original container. Students are not allowed to give their medication to other students.
5. Failure to comply with these rules could result in violation of the school drug policy.

EMERGENCY SCHOOL CLOSURES/ LATE STARTS

Occasionally, circumstances arise which make road conditions unsafe for school buses to operate their normal routes. If the decision is to not hold school, the Superintendent will notify the media and post the information on social media and websites. School closure will be effective only for the day of announcement. Schools will be open for the following day unless there is an announcement to the contrary.

RELEASE TIME

Students shall be permitted to leave the school grounds to attend release time programs upon the written request of a parent or guardian that has been filed with the school administration. The written request by the parent or guardian will become a part of the student's permanent record. Release time programs may not interfere with the scheduling of classes, activities and programs of the public schools (IDAPA 08.02.E.9). If scheduled during regular class time, Release Time may take the place of a credit bearing class. **Online courses or summer school may be necessary to make up the credits missed.**

TRANSPORTATION

School buses cover designated routes to bring students to school and to return them to their homes at the close of the school day. All school rules apply while students are using school district transportation. Parents are directed to contact Caldwell Transportation for Bus information including routes at 208-459-6612.

SCHOOL INSURANCE

The school district is not responsible for accidents involving students while attending school, although students are covered when they ride the school buses or chartered buses.

If a student becomes ill or injured while attending school or a school-sponsored activity, the parents will be notified as soon as possible.

Athletics are voluntary programs in which the student may participate if the student so desires; but the student does so at his/her own risk of injury.

The Caldwell Public Schools do not assume any financial responsibility for medical or hospital expense incurred because of athletic injuries.

STUDENT COUNCIL

Student input through student council can be a valuable asset to the total education process and supports the smooth functioning of a comprehensive high school.

Student body officer elections are generally held in second semester. It is required that any student elected to a position enroll in the leadership class.

CLUBS

Caldwell High School is proud to offer a wide variety of clubs, extra and co-curricular activities

and student organizations. We encourage all students to participate in at least one extra-curricular activity or club. Since clubs or groups change throughout the year, please see the front office or listen to the daily announcements for information on joining a club.

It is common practice for schools and school/athletic groups to raise funds through various projects and events during the school year. Any school sanctioned or sponsored club or organization must submit a fundraising application form for approval to the Principal before conducting a fundraiser.

Participation in clubs, athletics and activities may require students to purchase an ASB activity card.

ELIGIBILITY AND PARTICIPATION POLICY

Extra and co-curricular activities (includes athletics)

Students who participate in extra and co-curricular activities and clubs represent Caldwell High School to the community. It is expected that they perform at a high standard both in and outside of school in accordance with established standards for participation in extra and co-curricular activities including athletics.

All students who participate in extra and co-curricular activities and clubs are required to purchase an activity card (\$35). This fee goes towards transportation for trips, stipends for advisors, memberships, entry fees for competitions and activities, equipment, and other expenses the school pays for student activities and clubs.

All students who participate in extra and co-curricular activities and clubs are held to high academic and behavioral standards. Please refer to board policy, IHSAA requirements, the code of conduct, and the athletic handbook for specific details.

In order to be eligible for a season of any IHSAA sanctioned activity or athletics, students must meet minimum academic criteria, per IHSAA policies and rules.

All students who participate in extra or co-curricular activities or clubs must take a minimum of five academic classes during the semester

before and the semester of their season. See your counselor for details.

Students who participate in extra and co-curricular activities and clubs will be subject to grade checks every 4 ½ weeks. Students with Ds or Fs will be on academic probation and will be required to attend tutoring until grades are improved or until the next grade check. Students who are on academic probation may still be able to practice and participate in events and competitions at the discretion of the Athletic Director and/or Principal.

Multiple failing grades may result in inability to participate in activities or clubs including competitions. Multiple failing grades during multiple grading periods may result in removal from the team, activity, or club.

Grades of C or lower will result in the inability of that student to travel to activities or competitions when travelling requires an absence from school. This will be in effect for all extra and co-curricular activities and clubs including athletics. Any student that is currently suspended, even if the suspension does not affect the course that will be missed, and has not spent one full attendance day back in school, they will be considered ineligible to participate or attend the extra-curricular event.

Details of the eligibility policy for participation for both behavior and academics can be found in school board policy, the code of conduct for athletes and in the athletic/activities handbook.

Exclusions to participation eligibility:

The student and the team are participating in sanctioned IHSAA play-offs or championship contests.

1. The student is participating in an activity that is clearly a requirement of the classroom instruction and their grade will be affected if they do not attend.
2. Any question about the validity of exclusion will be determined by the principal of the school and the principal's decision will be final.

See CSD board policy #572

IHSAA Sanctioned activities:

Football
Volleyball
Cross Country
Marching Band
Cheer
Dance
Wrestling

Basketball
 Speech and Debate
 Drama
 Orchestra
 Choir
 Softball
 Baseball
 Track
 Tennis
 Swimming
 Golf

**Extra and Co-Curricular Clubs and Activities
 (others may be added during the year):**

Student Council
 Yearbook
 National Honor Society
 YMCA Youth Government
 BPA
 DECA
 SkillsUSA
 TSA/Robotics
 FHLA
 Recycling Club
 Pep Club
 Art
 FFA

EVENING PARTICIPATION

Students who are absent during any part of the day will not be allowed to participate in performances, games, practices, etc. the evening of the absence or at the discretion of school administration. Exceptions to this policy are excused school activity absences, medical/dental appointments, and/or other extraordinary circumstances that are approved with an administrator.

COUNSELING/GRADUATION/GRADES

GRADUATION REQUIREMENTS

ISAT Requirements:

In order to graduate, all students are required to participate and reach proficiency on State accountability tests, per State Board for Education policy.

College Placement Exam:

Students are required to take a college placement exam during their junior year. These tests will be scheduled by the school or students may sign up

to take them at their own expense. Examples of these tests are the ACT, SAT, or COMPASS.

Senior Project:

All seniors must complete a senior project. The project includes a research paper, a portfolio, and an oral presentation. All seniors projects must go through a specific approval process and be completed according to deadlines.

Credits:

One credit is earned for each semester of a course. Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements. A student must have 22 credits to be a TA (Teacher’s Assistant).

English	8 credits
Math	6 credits
Science	6 credits
US History	2 credits
American Government	2 credits
Humanities	2 credits
Economics	1 credit
Health	1 credit
Speech	1 credit
Electives	17 credits
Total:	46 credits

CONCURRENT/DUAL CREDIT COURSES

Students enrolled in concurrent classes may earn college credit and high school credit. Students must be at least 16 years old **or** have junior standing **or** have completed at least half of the graduation requirements to be eligible to earn concurrent credit. Concurrent/Dual credit course offerings may change prior to the beginning of the school year. Please see your Counselor for a current listing of concurrent credit classes.

CLASS STANDING AND GRADE RETENTION

Students who do not meet the credit requirements in order to move on to the next grade prior to the start of school in the fall will be retained. Students will be promoted to the next grade only at the start of the new semester after the number of required credits has been met as outlined below:

Freshman: A student who has completed the 8th grade by the opening day of school.

Sophomore: A student who has completed at least eleven (11) credits by the beginning of first semester or sixteen (16) credits by the

beginning of second semester and is in at least his or her second year of high school.

Junior: A student who has completed at least twenty-two (22) credits by the beginning of first semester or twenty-eight (28) credits by the beginning of second semester and is in at least his or her third year of high school.

Senior: A student who has completed at least thirty-four (34) credits by the beginning of first semester and is in his or her fourth year of high school. Students may be promoted to senior standing at second semester based on their ability to meet the graduation requirements in time for graduation and counselor approval.

Students beginning their fourth year of high school who fail to meet the 34 credit minimum may be granted senior status based on a graduation plan and counselor approval.

MINIMUM CLASS REQUIREMENT

Freshmen and sophomores are required to take a full schedule (i.e. 7 classes). Juniors and seniors are required to take a minimum of five (5) consecutive classes. Students may only take less than seven (7) classes if their credits permit and they are on track to graduate. Students who have a shortened day must provide their own transportation to and from school. Students may NOT be on school grounds during the regular school day if they do not have a class.

AT RISK STUDENTS

CSD Board Policy #676

Students not meeting their class standing, as noted in the section above, or who are classified as "at-risk", may be placed at Canyon Springs High School.

GRADUATION PROCEDURES

Selection of Student Speaker

1. Eligible candidates who wish to speak shall submit an application and sample of speech for Graduation Committee review.
2. A screening committee composed of Senior Class Advisors, senior counselor and an Administrator select final candidate(s).

Qualifications for Commencement Ceremony

Only those seniors who have completed ALL the requirements for a diploma will be allowed to participate in the graduation-commencement ceremony. Students who fulfill graduation requirements after the Caldwell High School graduation ceremony will be awarded their diploma at the end of the summer schedule.

There may be no alteration or additions to the graduate's person, clothing, or other property that would cause him or her to stand out.

Graduates must participate in all required practices and activities as designated by the senior class advisors and/or principal. Special circumstances may be determined by the administration.

Students must utilize the provided busing to attend graduation practice.

Students are responsible for their obligations and will be held accountable for meeting them. All equipment and materials must be returned and any indebtedness must be settled to participate in the student's Commencement.

EARLY GRADUATION

Any high school student who completes the number of credits required by both the state and the school district prior to finishing eight semesters of high school work may petition the Superintendent and local board. Application for early graduation must be made during the third quarter of the student's junior year. Transfer students may be allowed to graduate early with permission of the School Board.

REPEATING COURSES

As a general rule courses cannot be repeated for credit. For a course that is repeated only one credit will be awarded and the higher grade earned will be calculated into the student's GPA. Each class will show on the student's transcript. Some elective courses (as indicated) are repeatable for credit.

COURSE DROPS

Yearlong courses cannot be dropped mid-year. The expectation is that the student is entering into a year-long contract by signing up for a year-long course and will fulfill that time requirement. Students who want to drop any semester long course past the first 5 days of a semester must have administrative approval. This may require a meeting with your parent, a principal, your counselor and your teacher. Any class dropped after 5 days may receive a withdraw fail on the student's transcript. Any class that a student is removed from due to discipline may also receive a withdraw fail.

SCHEDULE CHANGES

Students will not be granted schedule changes to accommodate a different lunch period.

ADVANCED PLACEMENT AND ENRICHMENT COURSES

AP course curriculum is based on rigorous national standards. These courses are designed to challenge even the brightest students and require a significant amount of work and dedication both inside and outside of the classroom. The benefit of taking AP courses is enhanced readiness for college level work. Students should expect increased workload, expectations and homework in an AP course. Students who do well in AP courses frequently have increased success in college. Acceptance into Advanced Placement classes is by application.

Students who enroll in AP courses will have the opportunity to take the AP exam which corresponds to the course in which they are enrolled. A high score on the AP exam may lead to college credits from the university your child chooses to attend. AP test scores will be posted on student transcripts. We strongly encourage students who are enrolled in AP courses to take the corresponding AP exam. Families are responsible to cover the costs involved with AP testing. Some funds may be available through College Board and the State of Idaho to help pay the fee for students who receive free or reduced lunches at school.

AP courses are year-long courses and students must remain in the course for the entire year. Dropping an AP course before its completion may result in a Withdraw/Fail (W/F) grade on the student's transcript and a loss of the weighted grade in the student's GPA. Due to the rigor in AP courses students and parents must consider all factors in the student's schedule when choosing to participate in an AP course, particularly if the student plans to take multiple AP courses during a year.

Enrollment in an AP Course is a **yearlong commitment**. Students who drop an AP course at any time after the first 5 days of the school year will receive a withdraw/fail (W/F) on his/her transcript. W/F grades factor into a student's GPA the same as a grade of "F."

AP courses are intended to be a challenge for even the brightest students. The goal is to present information at a difficulty level and pace that is

comparable to what students will experience in college.

Students earning a grade of "A," "B," or "C" will receive a weighted grade on their transcript. Grades of "D" or "F" do not receive any additional weighting. If extraordinary circumstances require that a student be dropped from an AP course at semester, that student will lose the weighted grade and AP designation for the 1st semester.

If a student is not being successful in an AP Course, a meeting will be held with the student, parent, teacher, counselor, and administrator to determine if continuing in the class is in the best interest of the student.

AP Exams are offered at CHS in early May. Taking the AP Exam is not required but it is highly recommended. There are fees to take an AP exam. Funding is currently available from the College Board and the State of Idaho to offset fees for students who receive free/reduced lunch at CHS. Students can make payments throughout the year towards their AP exams. Additional financial assistance may also be available and students are directed to see their counselor for details.

Students must plan on an EXTRA 3-5 hours of homework per week for EACH AP course. Please consider your other obligations and commitments before signing up for an AP course. Students enrolled in multiple AP courses may have overlapping coursework due dates and exams on the same day. Plan accordingly.

There are also many ways for students to take enrichment classes and concurrent high school/college credit classes during the school day. Please see your counselor.

Full details regarding AP courses and testing is available in the Caldwell High School Advanced Placement Brochure.

ONLINE COURSES

According to the Caldwell School District policy, a student may enroll in correspondence or on-line courses for the purpose of meeting high school graduation requirements. All courses must be pre-approved by either CHS administrators or counselors.

ACADEMIC RECORD

All class final grades and standardized test scores will be reported on a student's academic record. The registrar sends out transcripts to post-

secondary institutions for students or graduates. At least two school days advance notice is necessary.

GRADE REPORTS

Teachers will give each student mid-quarter, quarter grades. The parent can expect a grade report from Caldwell High School approximately every five weeks. Semester grades will be mailed home.

SEMESTER TESTS

All students are required to take final examinations or participate in a final project in order to be eligible to receive credit for a class.

Re-scheduling of final examinations will be considered only if emergency circumstances exist. Requests for the taking of final examinations at a time other than finals week shall be submitted 10 days prior to the exam to be approved by grade level administration.

If a student is unable to take a final examination due to illness, injury, or family emergency, the family will be required to notify the student's counselor as soon as possible and prior to the test administration

DETERMINATION OF CLASS RANK

No valedictorian and salutatorian shall be announced or made public in any way. In place of this, the students with the top ten GPA in the graduating class shall be acknowledged.

Determination of class rank shall be by use of the following method recommended by the National Association of Secondary School Principals.

A	4 points per unit of credit
B	3 points per unit of credit
C	2 points per unit of credit
D	1 points per unit of credit
F	0 points per unit of credit

Students taking AP courses receive credit on a five-point weighted scale.

All subjects for which a letter grade is assigned other than those indicated by P or F (those selected by seniors as pass-fail) and for which credit is allowed, shall be used in computing the class rank.

Courses graded satisfactory (P) or unsatisfactory (F) include aide positions, cooperative work experience, office practice, PLATO credit recovery, and cadet teaching.

HONOR ROLL

To be on the Honor Roll a student must:

1. Be enrolled in at least four courses where a letter grade of A, B, C, D, or P is given.
2. Achieve a grade point average of 3.5. Honor roll will be calculated on the semester grade. The principal will release and make public an honor roll at the end of each semester.

NATIONAL HONOR SOCIETY

The PSI OMEGA CHAPTER of the National Honor Society inducts new members each spring. Any eleventh grade student who has an accumulative grade point average of 3.4 or better is eligible for membership. Eligible students are notified in March. To be considered for membership, they are requested to fill out an activity form listing school, community, and job activities.

A list of juniors who meet the above requirements is then presented to the faculty, who evaluate students based on service, leadership, and character. The final decision for membership is then made by a faculty committee who look at both the faculty evaluation and the student's involvement in activities. The new members are notified in May. Members must maintain the high standards of the Honor Society: scholarship, leadership, character and service.

GUIDANCE SERVICES

Caldwell High School offers a comprehensive guidance program that is available to every student. Counselors can help students make better-informed choices regarding education, values, friends, lifestyle, work and other personal concerns. Students are encouraged to come to the guidance office during free time or make an appointment. The counselors will initiate group and individual conferences to discuss special concerns and to share general information.

In their relations with a counselee, the counselors will respect the integrity and guard the welfare of the counselee. The counselors regard the professional confidence as a trust and will not reveal such confidences without the counselee's permission except when there is clear and imminent danger to an individual or to society.

SCHOLARSHIPS

Information on scholarship opportunities may be obtained from the Caldwell High School Counselors.

WITHDRAWAL AND REGISTRATION PROCEDURES

Parents/Guardians must contact the school registrar to withdraw or register a student.