



Nampa School District #131

619 S Canyon

Nampa ID 83686

208-468-4600

www.nsd131.org

www.facebook.com/NampaSchoolDistrict

Elementary School Parent & Student Handbook 2015-2016



Home of the Wildcats!

WILLOW CREEK ELEMENTARY SCHOOL

198 N Elementary Lane

Nampa, ID 83651

208-468-4617

www.willowcreek.nsd131.org

Nampa School District Vision

We provide the foundation so that all students will develop a personal vision, opening their own doors of opportunity for meaningful and productive lives.

Table of Contents

Daily Schedule	3
Attendance/Absences/Tardies	3
Willow Creek Elementary Policies	
Birthdays	4
Before and After School	4
Drop Off/Pick Up Procedures	4
Checking Students Out of Class	5
Hall Passes	5
Food, Drink & Gum	5
Library Books	6
Lost and Found	6
Parent Teacher Association	6
Student Reassignments	6
Nampa School District Policies	
Sharing Information	7
Parental Involvement	8
Immunizations	9
Birth Certificates	9
Withdrawing Your Student From School	9
Report Cards	9
Visitors	9
Volunteers	10
Teacher and Paraprofessional Qualification, Right to Know	10
Testing	10
Busing	11
Bicycles, Scooters, Skateboards, Rollerblades	11
Field Trips	11
Cell Phones and Electronic Devices	12
Personal Property	12
Dress Code	12
Breakfast and Lunch	13
Preschool	13
Section 504 Notice	13
Health/Illnesses	14
Head Lice	14
Injury	15
Insurance	15
Medication Policy	15
Homeless Families	16
Student Behavior and Code of Conduct	17
Disciplinary Procedures	18
Behaviors and Possible Consequences	19
Bullying	21
Controlled Substances	22
Weapons	22
Gangs and Hate Groups	22
Racial/Ethnic/Sexual Harassment	23
Student Records/Family Educational Rights and Privacy Act (FERPA)	25

WILLOW CREEK ELEMENTARY DAILY SCHEDULE

**Playground
Supervision Begins**

8:30 am

Breakfast Served

8:20-8:50 am

First Bell Rings

8:50 am

School Day Begins

8:55 am

School Dismissal

3:44 pm

**Early Dismissal
Every Wednesday**

2:44 pm

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 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, not due to medical reasons, the school will contact you. If your child misses 10 days of school, the school will contact you to schedule a conference with the counselor or principal before a School Resource Officer is contacted to identify the next steps on truancy. Excessive tardies that significantly impact learning time will be addressed by the administration as well.

Students will have the opportunity to access the learning they miss during absences.

Home/School Communications

It is very important 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 case of an emergency with your child or to send you important information.

**Please update the school immediately
when your contact information changes.**

Birthdays

Birthday celebrations are celebrated differently from classroom to classroom. Please check with your child's teacher to see how she/he would like this handled. Room mothers may contact parents to provide treats for class parties. **Notice:** *Due to the potential for hurt feelings, party invitations of any kind will NOT be distributed at school.* Flowers or balloons will not be delivered to the classroom until the end of the school day and are NOT allowed on the bus.

Before and After School

We are concerned about student safety and do not want children on the playground unsupervised. Students may come on the playground after 8:30 a.m. Students are expected to enter the building from the playground, not the front doors of the school. Students are expected to exit the building and school grounds by the established exit route and not linger on the school grounds after school is released.



- Bikes, scooters, and skateboards are to be walked off the grounds.
- Bus pick-up is on the east side of the building (right hand side of the building as you face the building). Moving cars are NOT allowed in the area when busses are present.
- Student pick-up is on the west side of school at the basketball courts.
- For your child's safety, students are to use the designated crosswalks.
- Students who walk home are expected to go directly home and to respect the property to and from home.

Drop Off / Pick-Up Procedures

Please take some time to make yourself familiar with the drop off/pick up procedures for Willow Creek Elementary. Willow Creek has some unique physical features. Our one entry/exit driveway and our population size make the drop off/pick up process challenging. However, we feel that when we all follow procedure to the best of our ability, we are able to maintain a **safe environment for our children**. We would like to remind everyone that **safety** is our number one priority for drop off/pick up. We try to be as efficient as possible to respect everyone's time, but no 5 minutes of time is worth a tragedy, a tragedy that would greatly impact all of us. With this in mind we ask for your **diligent use of patience** on those days that things seem be running a little slow.



- Drop off/pick up takes place in the west parking lot at the basketball court area.
- Outside lane of traffic is for vehicles waiting to progress through the line to reach the drop off/pick up area.
- No vehicles at any time should be left unattended in the outside lane.
- Inside lane should only be used for moving traffic, no vehicle at any time should be left unattended in the inside lane.
- We ask that only Kindergarten parents park their vehicles and physically get their students from the class lines. We do understand that there are unique situations that may require a

parent of a non-Kindergarten student to park, but this should not be the normal daily procedure.

- Parked vehicles should always use the inside parking spots, unless none are available. Please understand parking in the outside spots tends to slow down the process when those individuals are trying to join the traffic flow.
- Please do not ever allow your student(s) to walk through the parking lot without an adult escort regardless of their age.

We thank everyone ahead of time for following this procedure and contributing to a safe and orderly environment at Willow Creek Elementary. It is what **all** of our children deserve!!

Checking Children out of Class or off the Bus or Bus Line

If you need to pick up your child during the school day, please follow the procedures below. For safety purposes, students will not be released to any person other than parent/guardian without written authorization from the parent/guardian.

- Sign student out of the checkout sheet at the reception desk. Please **DO NOT** go directly to the student's classroom, or bus line without prior approval and a sticker/badge.
- Provide identification (driver's license) establishing your relationship with the child.
- If your name does not appear on the enrollment form, you may not pick up the child without written authorization from the parent/guardian.
- Additional measures may be necessary to establish permission to pick up a student. We appreciate your patience with our safety measures. As we become familiar with parents' faces, identification may not be necessary each time for checkout.
- If you wish to check your child out when he/she is in a bus line or on the bus, please check out the student with the office and obtain a pass to identify yourself to the person on duty. **Please call the office before 2:30 with messages for your child so we can relay the information before dismissal.**

Hall Passes

Hall Passes are required of all students when they are out of their assigned class. Students without hall passes will be escorted back to class.

Food, Drink & Gum

Food and drink are allowed only in the cafeteria unless approved by a teacher or administrator. Gum is not allowed in the building, on the playground, or on the bus without administrative approval.



Library Books

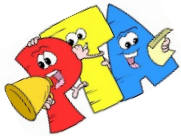


Library books are checked out to students and may be taken home. **Students are responsible to pay for lost and/or damaged books.** A library checkout policy paper must be signed and returned before your child is permitted to check out books from the school library.

Lost and Found

Please mark your child's property (lunch boxes, backpacks, coats, hats and gloves) with their name. Check the lost and found periodically for missing items. Items that are left in the Lost and Found are donated to local charities at the end of each quarter.

Parent Teacher Association



All parents and staff are invited to join our Parent Teacher Association at our school. The PTA traditionally meets every month to discuss school improvement, fundraisers, parent and student issues and concerns, and school/community events. Please be involved as we work together to provide the best learning experience for every child.

Student Reassignments

The following policy applies to all classroom reassignment requests:

- Parents must submit a written request to the Principal stating the reasons for the transfer request.
- Our school must receive the written request at least 2 weeks prior to the end of the grading period.
- Transfer requests received with less than two weeks left in the grading period will be delayed until the end of the next grading period
- Transfers and reassignments will only be made at the end of quarters.
- Parents must demonstrate/document that they have conferenced with the teacher (twice) in an attempt to resolve concerns
- Parents will be given written notification as to whether or not their request for transfer/reassignment has been approved before the beginning of the next grading period.

Nampa School District Elementary Policies 2015-2016 School Year

Sharing Information

We want to keep you updated about your child's progress and of school events. We will keep you informed in the following ways:

- **Please check your email for information.**
- We send notes, papers and other information home, so please check your child's backpack/folder regularly.
- We'll share events and news about our school on our website, www.willowcreek.nsd131.org. We are also on Facebook: www.facebook.com/NampaSchoolDistrict.
- Class newsletters, informational notes and calendar are available.
- We use ParentLink – an automated telephone message system – to share information during the year.
- We use Peachjar, an electronic flyer delivery service.



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 about signing 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 best 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 are 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.



Parental Involvement

Parent involvement is an essential component for your child’s success in school. We 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’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 Compensatory Education (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.]*

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.

Immunization requirements can be found at www.healthandwelfare.idaho.gov.

Birth Certificates

Idaho State Law (IC 18-4511) requires parents/guardians to provide a certified copy of a student's birth certificate upon enrollment or within 30 days.

To obtain a birth certificate for a child born in Idaho, contact the Bureau of Vital Records & Health Statistics, 208-334-5988, ivr@dhw.idaho.gov. Please contact your schools' registrar if you need more help.

Withdrawing Your Student from School

The procedure for withdrawal is as follows:

- Contact the office, preferably in person.
- 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.

Report Cards

Report cards will be prepared four 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.



Visitors

Visitors are welcome and we make every effort to get to know our parents/guardians. However, 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 will be asked to show your identification. Parents, guardians and others who would like to visit a classroom must call or email in advance to make arrangements. Only designated individuals will be allowed classroom visitation or pickup privileges. 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. Volunteers can help in a variety of ways, including listening to a child read, tutoring, updating bulletin boards, supervising field trips and material preparation tasks that can be done at home.



Anyone who is interested in volunteering in our classrooms must fill out a volunteer registration form with the front office and comply with requirements, which includes passing the district's background review, prior to being allowed in a classroom. Volunteers are required to check in at the front office each time they come to volunteer in the classroom.

Teacher & Paraprofessional Qualifications, Right to Know

Parents are welcome to ask about the professional qualifications of their child's classroom teacher(s) and/or paraprofessionals 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 paraprofessionals 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 paraprofessional, 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. Our website has more information. 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.

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 five 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 another designated 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, Dean of Students and/or Brown Bus Co., in cooperation with the Nampa School District, reserve the right to suspend bus riding privileges at any time in the case of severe misbehavior.

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.



Field Trips

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 chaperones may be requested. All chaperones and other adults wanting to accompany the field trip must pass the district's background review prior to the trip. Only designated chaperones may ride buses with students. Contact your child's teacher for more information.

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 rules for other devices such as electronic reading devices.

Personal Property

Students are discouraged from bringing personal property to school other than normal school supplies and personal clothing. This includes 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.

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 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.

Breakfast and Lunch



Our nutrition program provides breakfast and lunch. Breakfast is free for all students. 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.

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.



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.

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 chicken pox 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

Head Lice

Head lice can be a nuisance but they have not been shown to spread disease. A child found to have lice should remain in school until the end of the school day, then be sent home for treatment.

- Head lice checks will be performed as needed for individual students.
- A parent may not request a head lice check on another student or classroom.
- A teacher may request a head check for visible symptoms of scratching and discomfort, or for evidence of lice and nits for their student.
- The nurse will not do screening for the entire classroom.

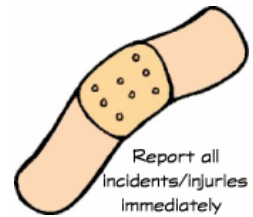
If nits or lice are discovered, the school will:

- Contact the parent/guardian to inquire if they have knowledge of lice and have instituted treatment.
- Inspect other siblings at our school, upon parent request.
- Provide educational resources to parent/guardian of student to assist in the elimination of lice.
- Request the parent of student contact the nurse the following day to report on home treatment and determine efficacy of this treatment. Call parent if no follow-up contact is made by them.

Returning student will be inspected by the school nurse or designee as soon as possible after returning to determine efficacy of treatment measure. If repeated treatment measures are not effective, the nurse will discuss other options for consideration. If the head lice infestation becomes chronic in an individual student a home visit by the school nurse may be required.

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.



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.

Medication Policy

Medication should be taken at home. If a child is to take **prescription** medication during school hours, we require the following:

- An “Authorization to Administer Medication” form must be completed and submitted to the school office. This form must show medication name, strength, reason/instructions, dosage and time to be administered.



- The form must be signed by the doctor and a parent/guardian.
- An updated authorization form will be required each time a change is made in the prescription.
- **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 below.
- 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 with parent/guardian permission.

Homeless families

Your family is considered homeless 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/relatives or moving place to place because you cannot afford housing

Your preschool-aged and school-aged children also 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 at 208-468-4600, x1116 and speak with the 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. (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.

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 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 (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 School Resource Officer and/or Community Social Worker.

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) ▪ Unacceptable language/profanity ▪ Unacceptable gestures ▪ A behavior deemed by a supervisor to fit this level 	<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 ▪ Lose play equipment use for rest of recess ▪ Play in designated area only ▪ Community service at school ▪ Other that is appropriate from supervisor
<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 ▪ Harassment ▪ 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) ▪ Referral to counselor ▪ Documented in Power School, Log Entries 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.) ▪ Bullying (see definition) ▪ Inappropriate throwing of objects ▪ Verbal/written threats ▪ Leaving designated area/campus without permission ▪ 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 to be signed by a parent or guardian and returned to school, if issued <p><u>Office referrals <i>may</i> result in the following:</u></p> <ul style="list-style-type: none"> • ISS (In-School Suspension) or loss of recess • OSS (Out-of-School Suspension) • Referral to District Office and/or School Board for possible expulsion

Bullying

The Nampa School District is committed to providing a safe learning environment for students. State law and Nampa School District board policy prohibit any form of harassment by any student or staff member which is meant to demean, degrade, embarrass or cause humiliation to any student or staff member. Schools will maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

Bullying occurs when a child is exposed, repeatedly and over time, to negative actions on the part of one or more other children. In bullying incidents, there is an imbalance of real or perceived power, such that the victim has a hard time defending him/herself against the tormentors. Bullying behaviors include, but are not limited to:

Physical: kicking, shoving, hair-pulling, hitting, slapping, biting, tripping, stealing, spitting or damaging possessions;

Verbal: name calling, taunting, put-downs, teasing, threats, rumors, sarcasm, gossiping, ethnic slurs or betraying a confidence;

Emotional: mocking, laughing, imitating, rejecting, humiliation, excluding, social isolation, writing notes, emails, text messages, dirty looks or hand signs;

Cyberbullying 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 or staff member;
- Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
- Placing a student or staff member 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.

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.

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.

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.

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 suspension or expulsion from school.

Gangs & Hate Groups

We have a zero tolerance policy for gangs, hate groups, and similar organizations or groups, which advocate hatred or discrimination **for any reason**. These groups are inconsistent with the fundamental values and educational environment at our schools. **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.

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, defluctive, bullying, coercive, or in any way intimidates students.

Students attending schools of the District are:

- 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
- 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 staff member 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 a form of sex discrimination and is prohibited in the District. A student, employee or district agent engages in sexual harassment whenever he or she makes unwelcome sexual advances, requests sexual favors or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature which interferes with the relationship of students with employees or other students.

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:

- Unwanted sexual touching, verbal comments, gestures, and jokes;
- 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;
- Touching oneself sexually or talking about one's sexual activity in front of others;
- Displaying, wearing or distributing sexually explicit or sexually suggestive drawings, pictures or written materials;
- Unwelcome solicitation or pressure for sexual favors;
- Unnecessary touching of an individual, e.g., patting, pinching, repeated brushing against another person's body;
- Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the District; and
- Cornering or blocking of normal movements.

Examples of conduct which typically would not constitute sexual harassment:

- A single instance of a kiss on the cheek of an elementary student by another elementary student;
- Hugging the winning athlete;
- 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:

- Obtain a written statement from the complainant;
- Obtain a written statement from the accused;
- Obtain written statement from witnesses;
- 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.

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:

- Inspect and review the student's education records.
- 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.
- 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.
- 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.
- 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 the online enrollment process. The parent/student will be given the opportunity to limit the release of directory information through the annual information update.

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 information update. 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.