



# Nampa School District #131

619 S Canyon  
Nampa ID 83686  
208-468-4600

[www.nsd131.org](http://www.nsd131.org)

[www.Facebook.com/NampaSchoolDistrict](https://www.Facebook.com/NampaSchoolDistrict)

## Middle School Parent & Student Handbook 2018-2019



**WEST MIDDLE SCHOOL**  
28 S Midland Blvd.  
Nampa, ID 83651  
208-468-4750  
<https://west.nsd131.org/>

### **Nampa School District Vision**

The Mission of the Nampa School District is to ensure high levels of achievement for every student.

### **WEST MIDDLE SCHOOL STAFF**

Principal - Stefanie Duby  
Vice Principal – Drew Hellwege  
Intervention Program Specialist – Bruce Pagano  
Athletic Director – Jeff Miller

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Dear Students and Parents:

This is the handbook for West Middle School. Within these pages is information about our school, what we value and the expectations to make this a successful school year for our school community. Please read through the handbook and be familiar with this information.

During the year information in the handbook may change. We will communicate when information is updated via our website so you are aware and can read the updated information.

Please check the school website regularly for information. There are many resources available on the website for you that will be helpful and may answer questions you have. The website is <https://west.nsd131.org>.

If you have questions, please contact the school office at (208) 468-4750.

Ms. Duby  
Principal

## School Hours

School hours are 7:39 AM to 2:39 PM (1:39 PM on Wednesdays). Please allow your child to stay in school throughout this time. We ask that your student be on time in the morning to start his/her day focused. **Please do not check out your student within the last 20 minutes of the school day.** It is a significant distraction to student learning.

## Drop-Off/Pick-Up Zones

There are three areas for student drop-off and pick-up:

- Special Transportation—the front of the school
- Buses—the gym parking lot
- Personal vehicle—main parking lot along the tennis court

Please do not use the front as a drop-off/pick-up area unless your child has a special arrangement. This needs to be kept free from traffic for special needs buses and transportation.

## The West Way

Providing students a quality education while we support them through their developmental growth is our focus. We have identified four characteristics we value and when these are of value for students they will make our time together as a school community successful. Respect, Responsibility, Readiness, and Relationships are our 4-R's.

The West Way identifies our values in the core areas of our school and how students can show them.

| <h1 style="margin: 0;">The West Way</h1>  |                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We value:                                                                                                                                            | School-wide                                                                                                                                                                                                                                                                                                   | Hallway                                                                                                                                                                                                                                                                                                        | Commons                                                                                                                                                                                                                           | Restrooms                                                                                                                                                                                                                                                                    | School Grounds                                                                                                                                                                                                                                                                             |
| <b>Respect</b>                                                                                                                                       | <ul style="list-style-type: none"> <li>• Respect others and yourself at all times</li> <li>• Respect others personal property and of the school</li> <li>• Follow directions the first time and without complaint</li> <li>• Observe and follow "Technology Zones."</li> </ul>                                | <ul style="list-style-type: none"> <li>• Words and actions should be positive and respectful.</li> <li>• Don't block the hallway</li> <li>• Observe the no touch policy</li> <li>• Walk quietly without disruption of learning</li> <li>• <b>Laptop:</b> All devices should be away in the hallway.</li> </ul> | <ul style="list-style-type: none"> <li>• Be polite and friendly, using words and actions that are positive and respectful.</li> <li>• Walk to the lunch line and wait your turn</li> </ul>                                        | <ul style="list-style-type: none"> <li>• Knock on door before entering</li> <li>• Keep the bathroom clean and free of writing</li> <li>• Flush, wash hands, keeping water in the sink, and return to class quietly.</li> </ul>                                               | <ul style="list-style-type: none"> <li>• Words and actions should be positive and respectful.</li> <li>• Use equipment for its intended purpose.</li> <li>• Enter building quickly, calmly, and quietly.</li> </ul>                                                                        |
| <b>Responsibility</b>                                                                                                                                | <ul style="list-style-type: none"> <li>• Use good judgment and think through the consequences of actions</li> <li>• Be accountable for your choices and do not make excuses</li> <li>• Clean-up after yourself, it is your responsibility.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Walk on the right side of the hallway.</li> <li>• Use your time effectively and appropriately.</li> <li>• Take the most direct route</li> <li>• <b>Laptop:</b> The device must be put away in an approved case.</li> </ul>                                            | <ul style="list-style-type: none"> <li>• Bring your ID with you</li> <li>• Keep your area clean, throw away your trash and any trash left by others</li> <li>• <b>Laptop:</b> Device allowed in designated areas only.</li> </ul> | <ul style="list-style-type: none"> <li>• Use bathrooms for appropriate purposes</li> <li>• Return to class quickly and quietly</li> <li>• Tell the office of any unsafe conditions and/or behavior</li> <li>• <b>Laptop:</b> Should NEVER be out in the restroom.</li> </ul> | <ul style="list-style-type: none"> <li>• Return any equipment that was used</li> <li>• Stay in designated areas.</li> <li>• Throw your trash away and any trash left by others.</li> <li>• Keep track of your belongings</li> <li>• <b>Laptop:</b> Use only in designated areas</li> </ul> |
| <b>Being Ready to Learn</b>                                                                                                                          | <ul style="list-style-type: none"> <li>• Show up to every class on time and prepared.</li> <li>• Always do your own work</li> <li>• Actively participate in class and have a mindset for learning</li> <li>• <b>Laptop:</b> Have your laptop charged and ready according to teacher's expectations</li> </ul> | <ul style="list-style-type: none"> <li>• Go to your locker only during designated times.</li> <li>• Keep your locker and materials organized and clean</li> </ul>                                                                                                                                              | <ul style="list-style-type: none"> <li>• Make your lunch selections quickly to keep line moving</li> <li>• Hold outside of the library line when you are done eating and dismissed.</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Wash hands, keeping water in the sink</li> <li>• Take the quickest and most direct route back to class.</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>• Use the entrance designated for your grade level.</li> <li>• Walk quickly, quietly, and in an orderly manner to your class.</li> </ul>                                                                                                            |
| <b>Relationships</b>                                                                                                                                 | <ul style="list-style-type: none"> <li>• Smile</li> <li>• Offer help to a person in need.</li> <li>• Be polite to others</li> <li>• Use words that are positive and supportive.</li> <li>• Encourage others when they are struggling.</li> <li>• Say Please and Thank you</li> </ul>                          | <ul style="list-style-type: none"> <li>• Be polite and helpful to others.</li> <li>• Say hello to others</li> <li>• Smile!</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Say Please and Thank you</li> <li>• Help others by cleaning up</li> <li>• Invite others to sit with you</li> <li>• Smile!</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Smile!</li> <li>• Greet others with a hello.</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Be helpful to staff, custodial staff, students.</li> <li>• Smile!</li> </ul>                                                                                                                                                                      |

## Grading Information

### Academic Grading Policy

Student academic grades provide information on a student's progress toward reaching the standards in that subject. Our staff will implement the following to establish consistent grades focused on student learning:

- All classes will provide a syllabus that communicates the standards to be taught and the learning that will be expected of students during the school year. It will include information about the class and contact information for the teacher.
- All teachers will use this grading scale:
  - A 90-100%
  - B 80-89%
  - C 70-79%
  - D 60-69%
  - F 59% and below
- Incomplete = I in the PowerSchool gradebook
  - An Incomplete grade means that a student has produced little or no evidence of their learning. There is not adequate information to assess their learning.
  - Student's overall grade will reflect a letter grade of I with 0% until work is completed and evidence of performance is clear.
- Missing work = M in the PowerSchool gradebook
- Assessment retakes and/or redoing of work will be encouraged. Additional instruction is required to build student learning prior to retaking an assessment. Students and the teacher will work together to establish a time for retaking the assessment.
- Extra credit will not be given. Redoing work is the option to improve a grade.
- Cheating/Plagiarism = retaking assessments or redoing the work plus consequences
- Student behaviors/citizenship will not be included in the academic grade.

### Citizenship Grades

Student behavior plays a major role in student success in school. Students will receive two grades in each class. One is a letter grade focused on academic achievement (A-F scale) and the other is a citizenship grade indicating the behavior in the class. Citizenship grades focus on Respect, Responsibility, Readiness to learn. Citizenship grades will be recorded on a numeric scale of 4 to 1 based upon the rubric below.

**4--Exceeds expectations** A score of 4 represents a student who exhibits Respect toward all at WMS, exhibits Responsibility for their learning, and is Ready to learn consistently. This student truly *exceeds expectations* in the classroom through their interactions with staff and students and their approach to learning.

**3--Consistently meets expectations** A score of 3 communicates that a student *consistently* takes initiative, demonstrates accountability, and has positive interactions. This is a student who shows Respect toward staff and students and is Responsible about meeting expectations on a regular basis. This student is Ready to learn from the start to the end of class. Students should strive to receive a score of 3.

**2--Occasionally meets expectations** A score of 2 communicates that a student *sometimes* demonstrates Respect toward others and a Readiness to learn. They are not consistent in their Responsibility for learning. This student occasionally takes initiative, demonstrates accountability, or has positive interactions. These behaviors are not consistent and could be described as "doing just enough."

**1--Rarely meets expectations** A score of 1 communicates that a student *rarely* demonstrates Respect, Responsibility, or a Readiness to learn. This student does not take initiative, demonstrate accountability, or have positive interactions. This is a student who intentionally avoids learning. Many learning tasks are missing, forgotten, or not attempted. A student may be compliant when prompted.

## **Food and Drink**

Students may bring a clear water bottle to school. There are now 5 water bottle filling stations in the building. To protect laptops, water bottles must have a lid that closes. Food or drink items to be eaten at lunch time should not be kept in the same bag as the laptop. Lunch bags may be stored in the front closet in the front hall entry.

Coffee drinks, energy drinks or other drink items need to be consumed before going to class. These items will not be allowed in halls or classrooms.

## **Personal Electronic Devices and Cell Phones**

Students will be provided with a laptop by the Nampa School District to support learning. Personal technology devices will be unnecessary during the school day. **Students are expected to put away personal electronics, cell phones, ear buds during school hours.** They are to remain out of sight. This will encourage a focus on learning and relationships.

Please call the school office (208) 468-4750 to get a message to your child.

## **Lockers**

Lockers are available to students upon request. Students are permitted to take their backpacks to classes. We expect laptops to be carried in a case/bag. Most students will use their backpacks to carry their laptop to classes.

At the front of the school is a cabinet for items to be stored that is under supervision. Students in PE and afterschool activities are issued lockers in the locker rooms for sports related items.

## **Hallways**

Keeping our hallways clear and free from distraction is important for student learning. When necessary for a student to leave a classroom during a class period, students will be escorted by West Middle School staff (or an Office Aide if needed) to the designated location.

## **West Middle School Student Clubs**

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| <b>Leo Club</b>                     | Advisors: D. Miller, Ash, Overstreet |
| <b>Culture Club</b>                 | Advisor: Fuentes, Novoa              |
| <b>Art Club</b>                     | Advisor: Warnke                      |
| <b>21<sup>st</sup> Century Club</b> | Advisor: Heath                       |
| <b>Drama Club</b>                   | Advisor: Werner                      |
| <b>Ski Club</b>                     | Advisor: DiPaula                     |
| <b>Science Bowl Club</b>            | Advisors: Desjarlais, Babauta        |
| <b>Washington DC/Travel Club</b>    | Advisor: Rhodes                      |

## **Partnership for Families**

West Middle School has partnered with Pathways by Molina to provide services for students during school hours. Students can meet with a clinician to receive support designated through the intake process. Parents may apply for services at West Middle School. For more information about what services are available please see [www.pathways.com](http://www.pathways.com) or contact the school, (208) 468-4750.

# Nampa School District Middle School Policies 2018-2019 School Year

## Essential Items

At the start of school, you will be provided your **Associated Student Body (ASB)** ID card and a laptop. Please see the **Electronic Devices and Personalized Learning Section** for information regarding the laptop.

Why your **ASB card** is important:

- **It is your library card.** You'll need it to check out materials or use computers.
- **It is your ID card.** To help keep our campuses safe, we ask all our students and staff to carry official ID.
- **It is your meal ticket.** To use it, you'll need to prepay for lunch in the cafeteria or at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- **It is your ticket to activities.** The card allows you to attend most middle school sporting events for free. Cost for other events, like dances, may be reduced if you have a card.

*Note: We provide your first ASB Card for FREE! If you lose it, you'll need to buy a replacement at the office.*

## Reaching High Standards for Learning

In the Nampa School District, we have set specific standards and objectives in key content areas including:

- English Language Arts (ELA)
- Mathematics
- Social Studies
- Science
- Humanities

## Monitoring Student Academic Progress

Our school provides 24/7 online access to student grades, assignments, and other information through a web-based program called **PowerSchool**. Please refer to the district website, [nsd131.org](http://nsd131.org), or call the school office to sign up for this FREE service. If you do not have access to the internet, we provide computers at our school for parents to use.

## Citizenship Grades

Grades will be reported in every class for academics and behavior. Citizenship grades will reflect how a student performs in his/her classes with taking initiative, demonstrating accountability, and having positive interactions with staff and students.

These grades will be reported in a number system and will be visible on the PowerSchool screen for each class below the student's academic grade.

- 4 – Exceeds expectations
- 3 – Consistently meets standard
- 2 – Occasionally meets standard
- 1 – Rarely meets standard

## Parent/Student-Led Conferences

Our school hosts a conference session in the fall for students, parents and teachers to meet face to face and talk about progress.

## **Promotion Policy**

Progressing to the next grade level is earned through academic achievement. All middle school students must meet the following criteria to advance to the next grade level.

- Must pass 80% of your classes.
- Must not fail the same class four consecutive quarters. Failing is receiving a letter grade of F in a class.

Students who do not meet the above criteria may be promoted through an alternate method under the direction of a school promotion team. Students who struggle will be referred to the promotion team to create a plan using the alternate route criteria that apply to the students' needs. The promotion team will monitor student progress. Parents may be asked to attend planning meetings and the student plan will be shared with parents.

These alternative route criteria may include, but are not limited to, the following:

- Meet goals established in Special Education Individualized Education Plan
- Meet goals established in English Language Learner Plan
- Miss no more than four classes per quarter
- Earn grade-level team recommendation
- Finish school year with a 2.0 grade point average or higher
- Pass end-of-course exams
- Demonstrate growth on ISAT SB
- Participate in academic assistance such as:
  - ✓ Response to Intervention programs
  - ✓ Intervention classes i.e. Math Strategies
  - ✓ Online classes such as Plato or Idaho Digital Learning Academy
- Participate in programs beyond the regular school day or school year such as:
  - ✓ Before or after school programs
  - ✓ Supplemental Educational Service (SES)
  - ✓ Summer school

## **Report Cards**

Our school will report grades via PowerSchool.

## **Grade Point Average (GPA)**

The total number of points divided by the number of counted classes equals the GPA. The point system is as follows:

A = 4.0   B = 3.0   C = 2.0   D = 1.0   F = 0   Incomplete = 0

## **Honor Roll**

Honor Roll students achieve a GPA of 3.5 to 3.74. High Honor Roll students achieve a GPA of 3.75 to 4.0.

## **Testing**

Our teachers use a variety of assessments including quizzes, tests, projects, portfolios and homework to ensure students are reaching academic goals. In addition, the state requires all students in 6th through 8th grades take the ISAT-SB during the spring in Math, Language Arts, Reading and Science. More information will follow from the school regarding testing.

## Reaching High Standards for Behavior

Our goal is to provide an environment for students and their teachers that is safe and drug-free and fosters learning. Most middle school students are well behaved and respectful of each other and their teachers.

- We ask students to behave in a manner that will be a credit to our school. Our students:
- Arrive to school and class on time, prepared and ready to learn.
- Are courteous during passing times and interactions with other students and staff.
- Resolve differences agreeably 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.

**Our students are expected to maintain the same high standards of behavior at school-sponsored activities either on or away from the school premises. Students are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school.**

Because we are dedicated to maintaining this learning environment, we establish specific policies to address consequences when standards are not met, including:

- Attendance
- Disruptive & violent behaviors
- Possession of weapons
- Possession of alcohol, tobacco & other drugs
- Discrimination
- Bullying/Sexual Harassment
- Discipline
- Dress code
- Cheating

### **Attendance Policy**

All children of compulsory attendance age (7 to 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 or otherwise excused by school board policy or Idaho state law.

### **Absences**

Students who are absent from school must have their parents contact the school regarding the absence. They should either bring a note signed by the parent/guardian or have the parent/guardian call the school with the following:

- The date(s) of the absence(s)
- The reason for the absence(s)

### **Excused absences**

Absences for the following reasons shall be considered excused:

1. Student participation in school sponsored activities, i.e. field trips, athletic contests as members of a school sponsored team, or other school related activities when attendance is required.
2. Absences will be excused based on the following as confirmed by a parent/guardian:
  - a. Personal illness of the student. However, after extended illness, parent contact is necessary and the student will be authorized for continuing attendance only when a written medical excuse from a physician is submitted. Health problems may interfere with a student's ability to comply with the attendance policy. When excess absences (5 or more) are due to conditions documented by a health professional, the student will have the opportunity to earn credit through cooperation with the instructor or homebound tutor.
  - b. Medical, dental or legal appointments when such appointments cannot be scheduled outside of school hours.
  - c. Death in the family.
  - d. Observation of a religious holiday.
  - e. Emergency conditions in the student's home, which require special help from the student. However, regular use of this excuse or request for absence for an extended period of time (5 or more days) should be referred for evaluation and administrative approval.
  - f. Other approved pre-arranged absences. School administration will use professional judgment in making a determination, based on the written request for the pre-arranged absence. Forty-eight (48) hours' notice is required. Factors such as the educational value of the proposed experience and the impact of the absence on the student's educational progress shall be given consideration in determining whether a pre-arranged absence shall be approved or disapproved. Students should avoid pre-arranged absences during tests or semester examinations (ISAT SB, etc.)

Work missed during absences is expected to be completed. The student and teacher will work together to review missing instruction and complete missed work within a reasonable timeframe.

### **Unexcused Absences**

Absences shall be considered unexcused if they do not meet the excused absence guideline. A student whose absence is not excused may be cited for truancy and shall be subject to the truancy process as defined by administrative regulation.

### **Tardies**

Punctuality is a classroom issue. Teachers are responsible for controlling tardiness through the first, second and third tardy. The fourth tardy is referred to administration for action.

### **Truancy Policy**

Truancy is defined as being in any location other than where you are supposed to be. For example, a student who is on campus, but not in the appropriate classroom or location will be considered truant. Appropriate consequences will be at the discretion of administration. Consequences may include detention, suspension and expulsion.

## Attendance Policy Violations and Consequences

| Absences by Classes Missed Per Semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Consequences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Interventions                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Teacher (Advisory) Contact</p> <ul style="list-style-type: none"> <li>Other two-way communication methods should be attempted if phone contact is not available</li> <li>If all methods of communication are exhausted, refer to Administration for follow-up</li> </ul> <p>3-day Autodialer contact made via Parentlink</p>                                                                                                                                                                               | <p>Opportunity to regain lost time</p> <p>Before/after school or lunch detention, building determined</p>                                                                                                                                                                                                                                                                  |
| <b>5 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Personal Contact between Parents/Guardian and School Admin/Designee</p> <p>1<sup>st</sup> Attendance Letter sent via regular mail</p> <ul style="list-style-type: none"> <li>States possible future consequences including credit implications associated with Middle School Promotion Plan</li> </ul> <p>Notify School Resource Officer of attendance issues</p> <p>5-Day Autodialer sent via Parentlink</p>                                                                                              | <p>Attendance Contract/meeting (as determined by Deans &amp; Admin)</p> <p>School counselor &amp; social worker informed from this point forward</p> <p>Team/PRTI discussions</p> <p>Mandatory attendance make-up as determined at building level. Example:</p> <ul style="list-style-type: none"> <li>Lunch and/or after-school, etc.</li> <li>Saturday School</li> </ul> |
| <b>7 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>SRO/Admin Designee may visit home to issue failure to supervise notice</p> <p>2<sup>nd</sup> Attendance Letter delivered by SRO/Admin Designee</p> <ul style="list-style-type: none"> <li>Legal ramifications</li> <li>Potential credit implications/retention (see Middle School Promotion Plan)</li> <li>Potential retention</li> </ul> <p>Notice of intent to suspend driving privileges delivered at same time.</p>                                                                                    | <p>Parent must come in to excuse absences</p> <ul style="list-style-type: none"> <li>Medical or legal documentation required for absences to be excused.</li> </ul>                                                                                                                                                                                                        |
| <b>9 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>SRO/Admin Designee may visit home. They may choose at this time to issue failure to supervise citation, resulting in parents appearing in court (once a citation is issued, this step is covered for a 12-month period)</p> <p>3<sup>rd</sup> Attendance Letter delivered by SRO/Admin</p> <ul style="list-style-type: none"> <li>Potential credit loss</li> <li>Potential credit implications/retention (see Middle School Promotion Plan)</li> <li>Notice of suspension of driving privileges</li> </ul> | <p>Parent must come in to excuse absences</p> <ul style="list-style-type: none"> <li>Medical or legal documentation required for absences to be excused</li> </ul>                                                                                                                                                                                                         |
| <b>12 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Nampa Police Department may cite parent/guardian for failure to supervise, per IC 33-206</p>                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Designated as habitual truant by board/supt designee</p>                                                                                                                                                                                                                                                                                                                |
| <p>Counted absences for days missed are: U (Unverified), P (Parental Excused), E (Excused), C (Truant), A (Absence)</p> <ul style="list-style-type: none"> <li>Consequences for absences may be determined on a case-by-case basis (i.e., illness, death in family, etc.)</li> <li>Tardies will remain building specific in terms of consequences and policy</li> <li><b>Continual Violator Clause:</b> If a student has consistently violated the policy for three or more semesters in their middle school career, school administration has the discretion to proceed to the final step of recommendation to the school board as Habitual Truant.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                            |

## **Possession of Weapons**

Weapons are described as any object which can be used to cause either temporary or permanent harm to a person or property. Students are forbidden to knowingly or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon of any kind. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this policy.

Our school and district have a “zero tolerance” policy for students who possess, use or store weapons, 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 rules and/or regulations to administer this policy may result in expulsion from school for a period of not less than one (1) year.

Our district will not permit, prior to the end of one (1) expulsion period, any student to enroll who has been expelled from another district for violating the federal Gun Free Schools Act of 1994. Should any student wish to challenge that decision, he/she will be entitled to a hearing before the appropriate administrator with the right to appeal the decision to the Nampa School District Board of Trustees.

- Federal and state law defines weapons as:
- A firearm of any nature or kind, including but not limited to gun, air-soft gun, pistol, revolver, rifle, shotgun, machine gun, or any other form of artillery.
- A starter gun, which will or is designed to or may readily, be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon.
- Any firearm muffler or firearm silencer;
- Any destructive device, which includes any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any device herein described;
- Any type of a weapon which will or may be readily converted to expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.
- Any instrument used to injure, defeat or destroy persons or property. This includes, but is not limited to, a blackjack, slingshot, billy club, metal knuckles, dagger, knife, ice pick or similar stabbing tool, pistol, revolver, other firearm, razor blade, any metal pipe or bar used or intended to be used as a club.
- Any “taser public defender” or other similar electronic immobilizer which causes, by means of an electrical current, a person to experience muscle spasms and extreme pain, followed by unconsciousness.

In addition, the Nampa School District further defines weapons as any item that can be construed as a weapon, such as: mace or pepper spray or any similar product, water and toy guns that resemble the real thing, Ninja stars, brass knuckles, screw drivers, ball bats, slingshots, bludgeons, knives, or pocketknives. Any student, who violates this section of the policy, may be subject to suspension or expulsion.

## **Possession of Alcohol, Tobacco or Other Drugs**

All school property is designated as a Drug-Free Zone. State law prohibits students from possessing, using, distributing, or being under the influence of illegal or controlled substance including, but not limited to, amphetamines, barbiturates, marijuana, narcotics, tobacco, hallucinogenic drugs, vapor, vapes, e-cigarettes, inhalants, alcohol, or intoxicants of any kind while at school. This includes while attending a school activity or event, and/or while being transported in a contracted or school vehicle of any kind or at any location, public or private, where Nampa students are attending as representatives of the Nampa School District or a school in the Nampa School District.

## **Violations**

Violations of school policy and state law may lead to disciplinary and/or criminal action.

Once a student is reasonably suspected of being in violation of the law and this policy regarding controlled substances, regardless of any previous voluntary disclosure, the administration will immediately notify local law enforcement and seek a law enforcement evaluation of the student. The evaluation may seek transfer of school custodial responsibility to the State Department of Juvenile Corrections.

Any student exhibiting inappropriate behavior that suggests using or being under the influence of controlled substances will be immediately escorted for interviewing and observation. The student will not be left unattended and will not be allowed to leave the school premises.

The administration will refer the student to the Nampa Police Department based on reasonable suspicion according to law that the student is using or is under the influence of a controlled substance. Full cooperation will be given to any law enforcement investigation of a violation of this policy, including but not limited to providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding relevant events.

The administrator and/or any other employee having observed the student's behavior will document his/her observations of the student. The documentation will be provided to the appropriate law enforcement agency, and a copy will be placed in the student's discipline record.

## **Reasonable Suspicion**

"Reasonable suspicion" means an act of judgment by a school employee or independent contractor of an educational institution which leads to a reasonable and prudent belief that a student is in violation of school board or charter school governing board policy regarding alcohol or controlled substance use or the "use" or "under the influence" provisions of section 37-2732C, Idaho Code. Said judgment shall be based on training in recognizing signs and symptoms of alcohol and controlled substance use.

## **Assistance for Students**

The district recognizes that student involvement with drugs, alcohol or tobacco causes problems in their daily lives. We support prevention, early intervention, disciplinary action and appropriate referral.

Self-referral - Students who are concerned about their involvement with tobacco, alcohol or other drugs are encouraged to ask a staff member for assistance. This staff member will help the student contact the appropriate resources, which may include the Student Assistance program in the building. Initial self-referral will be treated without disciplinary action, provided that the student is not under the influence or in the possession of an illegal/controlled substance at the time help is requested. If so, this will be considered a first offense.

Referral by others - Individuals (staff, students, parents or community members) who are concerned about a student should contact the building administrator or his/her designee, and appropriate interventions will be developed.

Intervention - In the event that a voluntary written assessment recommends treatment, a contract may be developed by the building administrator or his/her designee, the student, and the student's parents, to address appropriate student support. The contract may specify consequences to be taken if the provisions are violated.

## **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.

### **Dress Code**

Our students strive to dress for success in a manner appropriate for the school setting. To ensure we maintain an environment that is safe and conducive to learning students are expected to wear appropriate clothing. Students will not be allowed to wear clothing that is disruptive to the educational process or a hazard to themselves or others.

Upper Body:

- Shirts, dresses and tops must cover all undergarments.
- Brief garments (halter-tops, bare midriffs, tube tops, spaghetti tops, plunging necklines, etc.) are not allowed.
- Garments exposing cleavage are not school appropriate.

Lower Body:

- Pants, skirts, shorts, capris, dresses are school appropriate.
- No item may be shorter than 3 inches above the knee.
- All items must be size appropriate (no sagging/bagging pants).
- Belts are to be through the belt loops and not hanging.

- Pajama pants are not school appropriate.
- Bottoms exposing undergarments or skin are not school appropriate.
- No rips or holes higher than 3 inches above the knee that expose skin

Other requirements:

- Clothing advertising or promoting drugs, alcohol, tobacco, violent acts, lewd or sexual themes or are demeaning or degrading or offend general moral principles are not allowed.
- No hoods, stocking hats or beanies may be worn in school buildings.
- All clothing must fit properly... not too baggy, not too tight.
- Cheerleaders may wear cheer shirts and warm up bottoms on game days only.
- No jewelry containing gang related letters or numbers.
- No attire connected to hate or gang groups (hats, bandana, rags, colors, shirts, sags, chains, etc.) is allowed. No number 13, 14, 18, or any numbers that add to those numbers may be worn. Additional items as identified by police personnel.
- Clothing or accessories including collars, bracelets, piercings and boots that include but are not limited to spikes, hoops or other dangerous items are not allowed.
- Spikes, nails, chains and safety pins on clothing are unsafe at school.
- Sunglasses, hats, caps, bandanas, visors, beanies or head attire is not to be worn in the building.
- Shoes with wheels and slippers are not school appropriate.
- Body art including writing and drawings with ink on skin are not allowed.
- Any other attire deemed to be a disruption of the educational process or detrimental to the health and safety of students is not to be worn.

## **Cheating**

Students are expected to act with integrity and submit original work and use their own knowledge and skills when tested. Below is description of that behavior and the consequences:

**Plagiarism** is when a person takes credit for another's work be it from printed material (ex: Internet, books, newspaper, encyclopedias, or periodicals) or from a peer without proper documentation. The following are some examples of instances of plagiarism:

- Copying from another student's test/work
- Obtaining by any means another person's work and submitting it as one's own work.
- Failing to give proper credit to sources used in papers and projects.

**Academic Dishonesty** is when a student fraudulently gains access to knowledge for the purpose of assignments, etc. The following should be used as a guide to help students understand academic dishonesty:

- Seeking aid from another student
- Providing aid to another student
- Preparing any academic work with another student, unless permitted by an educator.
- Possessing or using material or notes not authorized by an educator during a test.

Plagiarism and academic dishonesty can be avoided by the following:

- Proper documentation
- Clear communication between student and teacher
- Integrity through personal and social responsibility

Consequences may include, but are not limited to, redoing the assignment or one that is similar in content to show mastery.

## **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.

## **Parent Information, Directory Information, Student Records & Media**

### **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, <http://centennial.nsd131.org>.
- We are also on Facebook: [www.facebook.com/NampaSchoolDistrict](http://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.

**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.

### **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.

- Any student (18 years or older), parent, or legal guardian may have access to records (cumulative folders) which pertain to them personally.
- A student's transcript (record of grades) is kept by the registrar. It also contains some test scores. It is available for employment purposes and college admissions. An official transcript must be obtained from the school or the district office.

### **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; and
- 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 and given an opportunity annually through the online enrollment process and information update how to limit the release of this information.

### **Media & District, School & Other Print, Video, & Electronic Publications – Annual Notice**

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

If you object to having your student participate in media coverage, you will be given the opportunity to limit media access through the annual update during registration. Excluding students from media, district, or school coverage of public events with large groups of people such as assemblies, dance, 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.

### **Contact and Address Information**

During the school year please notify your child’s school if there are any changes to your student’s home address or phone number. If your child moves out of the current school’s attendance zone, please follow the withdrawal procedures below.

### **Withdrawal from School**

A parent/guardian must notify the school office as early as possible regarding the student’s withdrawal. Notification must be scheduled with the school registrar (preferred) or via phone call.

- The student will complete a check out form on their last day of attendance.
- Student/parent will be issued a completed check out form as well as birth certificate and immunization record (as needed) to take to the new school.
- ***All school books and equipment must be returned on the student’s last day of attendance.***
- Parent/guardians will be charged for all books or equipment that is not returned.

## **Messages**

We are anxious to maximize students' uninterrupted learning time. We deliver emergency messages at the time of the call. **Parents, please do not contact your student on their cell phones at any time during the day.**

Balloons, flowers and other special deliveries are kept in the office until the end of the day. The recipients will be notified during their final class period.

## **Closure Procedures for Weather Emergencies**

The decision to close school or to delay the start of school due to severe weather will be made as early as possible, preferably the night before. The district's website will be updated by 6:00 a.m. or you can tune into your local TV station (channels 2, 6, or 7) for closure information between 5:45 and 6:00 a.m. Please do not call the school.

## **Telephone Use**

An office phone is available in case of emergencies only before and after school. Please see the electronic device policy for rules regarding cell phone use at school.

## **Accessing Campus**

Attending school every day is essential to student success. Our district provides free bus transportation to eligible students. Once they arrive, students may not leave campus prior to the end of the school day without parent permission. Parents may give permission via a note or phone call. To ensure we know where the child is during school hours, students are asked to check in and out through the office. Students must follow this procedure to avoid being listed as truant.

## **Visiting Campus**

As part of our effort to keep students safe, we require visitors to check in at the office and obtain a visitor's pass. Visitors may also be required to show ID.

- We welcome parent visitors, but ask that you schedule appointments with teachers or staff so classroom teaching won't be disrupted.
- Visitors who are not authorized on campus are considered to be loitering and may be charged with trespassing.
- To protect students and school property, our schools have a "No Loitering/No Trespassing" policy. School officials must have immediate knowledge of any unauthorized persons inside the building or on its grounds.
- Children who are not students enrolled in our school are not allowed on campus. Unauthorized visitors are trespassing.

## **Leaving Campus/Closed Campus**

Campus is closed during all hours of school. Students are not allowed to leave the grounds during the school day without following the proper checkout procedure through the attendance office.

Before leaving campus for any reason, students must have a verified parent approval via a note or phone call prior to checking out from school. The student must check out and back in through the office. Students who do not follow this procedure will be considered unexcused (truant) in all classes missed and will be subject to disciplinary action.

Students are expected to leave campus at the end of the school day unless participating in an after-school program. The school will not be responsible for students who stay after school unsupervised or have not made prior arrangements.

## **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](mailto:ivr@dhw.idaho.gov). Please contact your school's registrar if you need more help.

## **Counseling Services**

Every student is assigned a counselor. Counselors are available for student advocacy and assistance. Consult your counselor to secure information and guidance in the areas of education, career interest or planning and social development. Do not hesitate to speak to your counselor if you experience difficulties or problems in any area of your life. Request forms to see a counselor are available at the front desk. A request must be filled out and submitted to the office in advance. The counselor will send for the student when the schedule allows.

## **Course Changes/Transfers**

Schedule and class changes are disruptive for both students and teachers. In addition, our increasing enrollment has limited our flexibility to make schedule changes. Schedule changes will only be made as a last resort, when all other options to address the issue have failed. Parents must submit a written request to administration stating the reasons for requesting a transfer. The request must include documentation of conferences between the parent and teacher and/or team. The request must be received at least two weeks prior to the end of the grading period. Students will only be transferred at the end of the grading periods.

## **PE Uniforms**

Students will be required to wear appropriate PE attire during all physical education classes. Uniforms will be available for purchase at the school during registration, or you may purchase them elsewhere. More detailed information will be given to students when they begin PE class. Please refer to dress code for PE attire guidelines.

## **Nutrition Services**

The Nutrition Services Department is committed to preparing and serving nutritious, well balanced meals to our students. Breakfast, lunch, and ala carte items are available at our school. Students may qualify for free or reduced-price meals. Applications are available from the nutrition service department, the school office and online.

Meals including drinks are consumed in the cafeteria. Students using the lunchroom speak in conversational tones and are courteous to each other and staff. Students are expected to clean their area after eating.

To ensure students can quickly receive their food without standing in long lines, we ask that meals are prepaid. Money may be prepaid to a student's meal account by check or cash at the school or online through [www.myschoolbucks.com](http://www.myschoolbucks.com). Please be aware that money may not post for 24-48 hours in a student's account. We recommend that at least a weekly or monthly amount be prepaid.

The nutrition staff members welcome questions and will provide assistance with the free/reduced meal application. Please do not hesitate to visit our cafeteria. You may get meal pricing from the cafeteria manager or cashier at our school.

After eating, students may visit, relax and socialize in designated areas until their next class.

## **Eating with Your Child**

Parents are welcome to join their child for lunch. We ask you to check in at the office to receive a visitor's badge. Please check with the school about meal prices for visitors.

# TRANSPORTATION

## Family-Provided Transportation

Parents are welcome to transport their children to school. We ask that the entrance and exiting paths be followed to ensure a smooth flow of traffic during peak times.

Students are welcome to walk, bike, skate or scooter to school. Once they arrive at school, bikes should be locked in designated racks. Skates, skateboards, and scooters need to be carried into the school and locked into the student's locker. To ensure the safety of all students, these transportation devices cannot be used in the school or during school hours. School is not responsible for lost or stolen items.

## District-Provided Transportation

Students residing in Nampa School District #131 who live more than 1-½ miles from school are eligible to ride an assigned school bus without charge. Out-of-district students, including open enrollment students from other Nampa Middle Schools attendance areas, are responsible for their own transportation.

Nampa School District provides bus transportation for all qualifying students through Brown Bus Company. Contact Brown Bus at 208-466-4181 for individual bus stop locations and bus numbers.

## Bus Rules

Students are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus or at the bus stops can deprive a student of the privilege to ride the bus and may result in additional school consequences.

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of an emergency.
- Students will remain seated while the bus is in motion.
- Students will not bring animals, firearms, weapons, skateboards, or potentially hazardous material on the bus.
- The bus driver may assign students seats.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms, or heads through the bus windows.
- Students will converse in normal tones: loud or vulgar language is prohibited.
- Students who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- **Students will be financially responsible for any damage to the bus.**

## Requirements for Student Activities Transportation

The following rules apply to extra-curricular trips:

- Nampa Middle Schools administration must approve all school-related trips.
- All out-of-state or overnight trips must also be approved by the Nampa School District Board of Trustees.
- Travel is by bus or other administrative approved transportation.
- Each bus must have at least one (1) school employee.
- Students must ride on school transportation both ways. The only exception is if the parent/legal guardian signs a release form at the activity to transport the student home.

# FEDERAL AND STATE LAWS, RULES AND PROCEDURES

## **Equal Education, Nondiscrimination and Sex Equity**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

No student shall, on the basis of sex, be treated differently during disciplinary actions of a common incident. Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. The District Title IX Coordinator can be reached by phone (208) 468-4631, email; Shelley Bonds, Executive Director for Elementary Education [sbonds@nsd131.org](mailto:sbonds@nsd131.org), Scott Parker, Executive Director for Secondary Education [sparker@nsd131.org](mailto:sparker@nsd131.org). An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name, location and contact information of the Title IX coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

## **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, ext. 1161, 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.

### **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 with the child. Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grade(s) 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?

To request the state qualifications for your child's teacher or instructional aide, please contact your school principal.

If you would like more information about this please feel free to call Heidi Rahn, District Federal Program Administrator at 208-468-4600.

### **Parental Involvement**

Parent involvement is an essential component for your child's success in school. We welcome and encourage your involvement in your child's education and our school. Also, because we receive federal Title I funds, our school we must meet specific requirements in this area. Below is what we must do in planning, holding an annual meeting, and providing you information. If you have any questions, please contact the school administration or the district's Title I administrator.

## **Planning**

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

- The planning, review and improvement of the school parental involvement policy; and
- The joint development of any schoolwide program plan under section 1114(b)(2). *[Section 1118(c)(3), ESEA.]*

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. *[Section 1118(c)(3), ESEA.]*

## **Annual meeting**

Each school served under Title I, Part A must convene an annual meeting, at a time 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 to this meeting all parents of children participating in Title I, Part A programs 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.]*

## **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 208-468-4600.

# Electronic Devices and Personalized Learning

## **Nampa Personalized Learning – Student 1:1 Devices**

Nampa Personalized Learning, otherwise known as NPL, is a multi-year plan to make every classroom an innovative learning environment where students can prepare for a future in a digital society. This is accomplished through the relentless effort of educators who inspire learning, tenacious students who use digital tools to create their own path of excellence, and a supportive community that partners with schools to ensure student success.

Personalized Learning is education that is tailored to the student's needs. This is achieved through four core areas of classroom instruction that include integrated digital content in the classroom, targeted classroom instruction, data driven decisions and student reflection and ownership. Using these four core areas, classroom teachers can customize their instruction to meet the needs of every student.

This initiative will roll out in several phases. Implementation began in 2016-17 with these Phase I schools: Central Elementary, Endeavor Elementary, Lake Ridge Elementary, New Horizons Elementary, Willow Creek Elementary, and Columbia High School. Phase 2 schools, added in 2017-2018, included East Valley Middle School, Owyhee Elementary and Ronald Reagan Elementary. The remaining secondary schools will be added in 2018-19.

Teachers and schools have used information available on the Internet for years. To protect students, the Nampa School District uses content filtering that complies with the requirements of the Children's Internet Protection Act (CIPA) and it monitors students' use. With this expansion of access to the Internet, all students also will learn good digital citizenship. Parents also play an essential role in setting rules for acceptable use of digital tools and content, and monitoring their children outside of school.

Go to [www.nsd131.org](http://www.nsd131.org), Parents and Students section, to learn more. Please contact your school for specific school-based policies and procedures.

## **Computer Use**

The purpose of Nampa School District internet and local network access is to facilitate communications in support of research and education. To remain eligible as a user, access must be in support of and consistent with the educational objectives of the Nampa School District. Access is a privilege and not a right. Users should not expect that the files stored in the district's systems would always be private. Electronic messages and files on school-based computers may be treated like school lockers. Administrators and faculty may review files and/or messages to maintain system integrity and ensure users are utilizing the system responsibly.

## **Nampa School District Appropriate Use Policy for Computer and Computer Systems**

The following uses of school provided computers and computer system activity are not permitted:

- Accessing, uploading, downloading or distributing pornographic, obscene, sexually explicit, or any unauthorized material.
- Transmitting obscene or sexually explicit language.
- Violating any local or federal statute.
- Vandalizing, damaging, or disabling the property of another person or organization.
- Accessing another person's material, information or files without the implied or direct permission of the person. For example, using someone else's user name and/or password.
- Violating copyright or otherwise use another person's intellectual property without their prior approval or proper citation.
- Revealing the address or personal phone number of you or another student.
- Communicating a credit card, bankcard or any other financial number.
- Using school provided computer system access for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities.

Any violation of school procedures and rules may result in loss of school provided access to Electronic Information Services. Additional disciplinary action may be determined in keeping with existing policies and procedures. When and where applicable, law enforcement agencies may be involved.

Internet access and/or computer access will not be allowed unless the appropriate form is completed at enrollment.

#### **Idaho Code States:**

##### Section 18-2202. Computer Crime

- (1) Any person who knowingly accesses, attempts to access or uses, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of: devising or executing a scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representations, or promises; or committing theft; commits computer crime.
- (2) Any person who knowingly and without authorization alters, damages or destroys any computer, computer system, or computer network commits computer crime.
- (3) Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system, or computer network described in section 18-02201, Idaho Code, or any computer network, commits computer crime.

**A violation of the provisions of subsection (1) or (2) of this section shall be a felony.**

**A violation of the provision of subsection (3) of this section shall be a misdemeanor.**

#### **Personal Electronic Devices Policy**

Students will use personal, student-owned electronic communication or data devices only in a manner consistent with school-established expectations. These devices include, but are not limited to, handheld calculators, PDAs, cell phones, music playing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials (i.e. pornography). Electronic devices may only be used in the classroom for educational purposes and at the discretion of the teacher. Students who bring any electronic device do so at their own risk – Nampa School District and its schools assume no liability for damage, theft, etc. Videotaping or taking pictures is prohibited on campus unless approved by building administration or classroom teacher. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent picks it up.

Exceptions to this policy may be made only with administrative approval.

Students may also face other disciplinary actions for inappropriate behaviors done with electronic devices while on school grounds, such as cheating, bullying, gang activities, sexting, etc.

#### **Lost, Stolen or Confiscated Items**

##### **Personal property**

The best method for students to protect their personal property is to leave valuables at home. Items brought to school should be secured. The school is not responsible for items lost or stolen.

##### **Confiscated materials**

Items that may disrupt classroom instruction or our safe environment will be taken away. Confiscated electronic devices from a student will be returned to student or parent/guardian at administrative discretion. Any weapons, drugs, alcohol or inappropriate material confiscated from a student will not be returned.

**The school is not responsible for confiscated items that are lost or stolen.**

# Participation in Athletics and Activities

## Getting Involved in Athletics and Activities

The extra-curricular programs at all middle schools consist of a variety of challenging activities designed to appeal to diverse interests and talents. To make the most of your school experience, get involved in the following:

|             |              |                   |                 |             |
|-------------|--------------|-------------------|-----------------|-------------|
| Football    | Basketball   | Natural Helpers * | Cross Country * | Volleyball  |
| Wrestling * | Cheerleading | Student Council * | Leo Club *      | Yearbook    |
|             | Tennis *     | Track *           | Intramurals *   | Snow Team * |

\* 6<sup>th</sup> grade may participate.

Club meetings may be held during school, after school or in the evenings. The club sponsor must be present at all club activities and club meetings. *See the school-specific section of this handbook for clubs offered at your middle school.*

## Nampa School District 6-8 Eligibility Policy

Students participating in athletics should always consider their performance and behavior in class as their **HIGHEST PRIORITY**. **Participation in athletics is contingent upon passing performance and good citizenship in the classroom.** The coaching staff will implement the following eligibility policy for all student athletes.

1. Each teacher will be provided a list of all student athletes at the beginning of each season.
2. Student progress will be monitored weekly, throughout the season.
3. Students with failing grades (D, F or I) will be placed on PROBATIONARY STATUS by the Athletic Director. Probation will mean that the student will be able to practice but not participate in games. Poor behavior in a class or on any campus may result in immediate removal from athletic teams.

**Purposes:** The Intervalley League is vitally interested in the welfare and development of every youngster. A properly administered athletic program can enhance their overall education. Middle school programs need to take into consideration the substantial range in individual differences among 6th, 7th, and 8th grade students, i.e., age, body build, interests, ability, experience, health, and stages of physiological, emotional and social maturity. Each local school has the final responsibility for enforcement of all objectives, guidelines, and codes for middle school competition. Participation in interscholastic athletics is a privilege not a right.

1. Students must adhere to each individual school's academic and eligibility policy.
2. A student who turns 16 during a sport season will be allowed to complete that activity but will not be allowed to compete in any other sports for the remainder of the school year.
3. One grade level, one year participation. Students may only compete at each sport one season, one grade level, one time for maximum three years. i.e., a student may not play 7th grade basketball two years.
4. *Ineligible students, due to retention, may not practice or work out with the school teams.*
5. Students may not compete if they have changed schools for athletic purposes.

Parents may file a hardship case at least two weeks prior to the start of the specific sport season with the school Athletic Director and the Intervalley League President.

## **Expectations for Athletic and Extra-curricular Participation**

Participants in any extra-curricular activity including but not limited to sports, dances, clubs, music, drama, and leadership will be expected to follow the standards listed below:

- Be courteous to opponents, fans, and cheerleaders.
- Be positive and cooperative.
- Respect and abide by the officials' or coaches' decisions.
- Exercise self-control at all times. Never boo an official, coach, cheerleader, player or advisor.

Violation of the expected conduct of students may result in further disciplinary action from the coach/advisor/administrator.

- Learn to win with character and lose with dignity.
- Follow the appropriate dress standards established by the school, school district, coaches and advisors.
- If suspended, the student may not participate in any activity during the time of the suspension.
- Follow the attendance policy. On days of an extra-curricular event, the participating student must be present at least 4 of the class periods to be eligible to participate in that days event. On the school day following any activity, event or contest participants are expected to be in attendance at school.
- Display appreciation for a good performance or play regardless of the team.

Any of the above issues may result in athletic probation and ineligibility or denial of participation from club or other said events.

### **Athletic Insurance**

Every student participating in athletics must be covered by insurance or sign a waiver stating the school is not liable for any injuries occurring during participation. Independent insurance may be purchased if the student is not covered by family insurance. The insurance contract is between the insurance company and the insured student. Forms are available at the front office.

### **Physicals**

All students wishing to participate in athletics must have a physical examination. Forms are available at the front office. All physicals must be done before the student can participate in sports. Physicals are valid through their middle school athletic career. In the case of a severe injury, administration may require additional medical releases.

### **Fund-Raising Activities**

Most of the activities, clubs, organizations, and classes conduct fund-raising activities during the school year. These must be approved in advance by the administration and all funds collected are dispersed to the student body fund according to established guidelines. Students collecting money for school organizations must turn in the money to the faculty sponsor on a daily basis. No personal fundraising will be allowed unless prior approval from administration has been obtained.

### **Student Behavior at School Activities**

Students in school or involved in school sponsored activities either on or away from the school premise are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulation of the Nampa School District and will be subject to disciplinary consequences.

## **Student Health**

### **Illness Guidelines**

The following are guidelines for keeping your child home from school to ensure his/her wellbeing and prevent the spread of illness:

- A 100-degree temperature or more.
- Nausea, vomiting, abdominal pain, diarrhea.
- Nasal discharge with a yellow/green color.
- Student with more lethargy than usual.
- Cough in combination with other symptoms.
- Contagious process- rash, pink eye, head lice, etc.

If your child is sick and feels the need to go home, our nurse or designee are the only personnel that can medically excuse the student. Please do not have your student call home directly using their cell phone as this is a violation of our electronic device policy.

### **Health and Emergency Policy**

If a student is injured or becomes ill at school, efforts will be made to notify the parent/guardian. If a parent/guardian cannot be reached, then the person designated to be called in an emergency will be notified. **Please advise the school of any changes in telephone numbers, places of work or emergency contacts as they occur.**

In the event of serious illness or injury, the Canyon County paramedics will be notified to assess the student's condition and transport to the emergency room if they determine it is necessary. Every effort will be made to contact the parent, who may then meet the student at the emergency room or at school. **It is the parent's responsibility to pay for medical services – including transportation to the emergency room.**

The school has personnel trained in performing CPR and first aid; these personnel along with the school nurse and/or administrators will be responsible for determining the need to call for further medical assistance. If your student has a chronic or acute health condition that may affect them at school, please contact the school nurse.

### **Immunizations**

In 2012, state immunization requirements increased. Your child may need additional immunizations. Here is what is required in addition to past immunizations:

All students entering the 7th grade must have the following immunizations:

- 1 Tdap (Tetanus, diphtheria and pertussis)
- 1 Meningococcal

Any student not meeting this requirement will be denied entry to school until the requirement is met. If your student is not immunized due to medical, religious or philosophical reasons a signed exemption form must be on file.

### **Medications**

Most medications should be administered at home. If a student must take medication (non-prescription or prescription) at school, the medication is to be administered through the nurse's office. The medication must be in the original container, with one week's supply or less. The medication must be accompanied by a written release on file with the school nurse. Forms are available from the nurse and require:

- Name of medication and reason for taking it
- Doctor's name.
- Dosage and length of time to be administered.
- Parent/guardian signature.