

# COLUMBIA HIGH SCHOOL STUDENT HANDBOOK 2017 – 2018

Cory Woolstenhulme, Principal  
Phil Diplock, Vice Principal  
Nick Stern, Vice Principal  
Randy Potter, Athletic Director

Brad Workman, School Resource Officer  
Kristi Perales, Office Manager

## OFFICE HOURS

7:00 am to 3:00 pm - School days

Columbia Web Site: [www.nsd131.org/columbia](http://www.nsd131.org/columbia)

Facebook Page: [www.facebook.com/Columbia-High-School-287592661415016](https://www.facebook.com/Columbia-High-School-287592661415016)

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## Welcome to *Columbia High School*

SCHOOL MASCOT:	WILDCAT
SCHOOL COLORS:	Cardinal and Gold
SCHOOL GRADE LEVELS:	9, 10, 11, 12
STUDENT POPULATION:	1400 (approximately)

### Nampa School District Mission Statement:

.....Relevant and Meaningful Education  
.....Productive and Skilled Learners

### Nampa School District Vision Statement:

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

### Columbia High School Belief Statements:

#### We Believe...

- ◆ That everyone has a right to learn/teach in a safe and respectful environment.
- ◆ That by holding students accountable to an academic standard, they can learn and create their own success.
- ◆ That each student is a valued individual with unique physical, social, emotional, and intellectual needs.

**Parent Involvement Opportunities:**

**Booster Club:**

President – Shauna Banning

Vice President – Jeff Stoppenhagen

Secretary – Chrissy Woods

Treasurer – Mystee Christensen

Meetings are held the first Tuesday of each month at 7pm in the school cafeteria during school

To get involved with Columbia Boosters, contact: [columbiaboosters@gmail.com](mailto:columbiaboosters@gmail.com)

**Project Graduation:**

The CHS Project Graduation committee is for volunteer parents who want to help plan and be involved in the all-night drug and alcohol free celebration honoring our graduating seniors the night of commencement.

To get involved with Project Graduation, contact: [projectgraduation\\_chs@yahoo.com](mailto:projectgraduation_chs@yahoo.com)

**School Telephone Numbers**

Columbia High School.....	498-0571
Skyview High School .....	498-0561
Nampa High School.....	498-0551
Union High School.....	498-0559
Treasure Valley Leadership Academy.....	498-0568
East Valley Middle School.....	468-4760
Lone Star Middle School.....	468-4745
South Middle School.....	468-4740
West Middle School.....	468-4750
Centennial Elementary .....	468-4627
Central Elementary .....	468-4611
Endeavor Elementary .....	468-4629
Franklin D. Roosevelt Elementary .....	468-4620
Gateways.....	498-0557
Gateways (Elementary).....	498-0567
Greenhurst Elementary .....	468-2771
Iowa Elementary .....	468-4621
Liberty Charter School .....	466-7952
Lake Ridge Elementary.....	468-4626
New Horizons Elementary.....	468-4623
Owyhee Elementary .....	468-4616
Park Ridge Elementary.....	468-4622
Ronald Reagan Elementary .....	468-4619
Sherman Elementary .....	468-4628
Snake River Elementary .....	468-4614
Willow Creek Elementary .....	468-4617
District Office.....	468-4600
Warehouse (Custodial/Maintenance).....	468-4605
NSD Technology Center .....	468-4604
Nutrition/Food Service .....	468-4607
Brown Bus Company.....	466-4181

Dear Student and Parent,

This handbook is intended to share information helpful to parents and students. Many of the provisions in the handbook are required to be shared with you under state or federal regulations. Unfortunately, the sheer volume and character of some of the provisions may give the impression of an overly formal school system rather than a friendly, personal one.

Therefore, our school board, district administration and school staff, in sharing this handbook, would like you to understand that we seek to cultivate an active partnership with you.

This handbook is intended to enrich this partnership with students and parents through helping create understanding of expectations for student conduct. The information in this handbook was the best available at the time it was published and is subject to change at any time during the school year. Changes will be announced to students and students are accountable for those changes.

What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of students.

Administrators and staff pledge to work cooperatively with you as parents and students, to make the educational experience in the Nampa School District positive and successful.

Regards,  
Columbia High School Administration

### **Columbia High School Site Specific Policies**

#### **Tardy**

Students will be regarded as tardy if they are not in their assigned classroom prior to the tardy bell ringing. If a student is determined to be tardy by their assigned teacher, they will be directed to immediately report to the attendance office. The student's tardy will be recorded and they will receive a pass to class. Any student 15-30 minutes tardy will be marked "Very Late" (Y) in PowerSchool. All teachers will use the guidelines of the school-wide tardy policy. Tardy totals begin new each semester.

The school-wide tardy policy is as follows:

- **1<sup>st</sup> Tardy**: Warning issued.
- **2<sup>nd</sup> Tardy**: Warning issued.
- **3<sup>rd</sup> - 9<sup>th</sup> Tardy**: Student is given a detention form and assigned a 30 minute detention. Parent will be notified. The time can be served at lunch or after school in the Delta Room. Saturday School is another option to make up for tardy detention. Students have 5 school days from date assigned to complete their time. If a student does not serve the assigned time during the 5 days they will owe 60 minutes.
- **10<sup>th</sup> Tardy**: Student will be assigned to the Delta Room to serve 3 days of In School Suspension. The Delta Room instructor will obtain academic work and provide intervention for the ongoing issue. The last day of the suspension, the student will enter into a contract that states that each additional tardy may result in a loss of privileges at CHS. (Extra-curricular events, participation in school clubs, athletic teams, checking in with Dean each morning, etc.)

#### **Electronic Devices**

Neither Nampa School District 131 nor its agents accept liability for the potential loss, theft, or damage to electronic devices (cell phones, smart phones, smart tablets, laptops, music players, iPods, MP3 players, and any other wireless or electronic device) or such items on school grounds. We continue to urge

students to leave all valuables at home, but understand that cell phones are often used for emergency purposes by students and their parents. Parents of students that decide to bring these devices to school are encouraged to discuss a plan that promotes security and helps prevent opportunities for theft, breakage, etc.

Students are allowed to use their electronic devices during non-class time in the designated common areas on campus (cafeteria, bathroom, patio, etc.). However, if this use results in the disruption of the educational process, it will be considered a violation of the electronic policy.

Electronic devices must be turned to the “off” or “silent” position during class time, unless deemed otherwise by the teacher - within that specific classroom. Teachers may choose to utilize these devices (at specific times; for specific activities), or may continue to prohibit them. Their classroom-specific rules must describe their use [or non-use] of electronics – as well as any teacher-specific consequences they may have for their misuse. Students are not required to have any of these devices in our schools.

Most infractions involve students disregarding the guidelines of *when* and *where* these devices can be used. While these are not considered severe behaviors, repeated violations will carry increasingly serious consequences. The progression below lists consequences for students that choose to use electronic devices during prohibited times or in prohibited places on campus. These consequences will be assigned at the discretion of the Dean of Students and other administration.

- **1st incident** - Item secured with campus security team and returned to student after school.
- **2nd incident** - Item secured with campus security team; parent/guardian contacted. Student is assigned one lunch detention. Device returned to student after school.
- **3rd incident** - Item secured with campus security team; parent/guardian contacted. Student is assigned one after school detention. Parent/Guardian must pick up device from school.
- **4th incident**- Item secured with campus security; parent/guardian contacted. Student is assigned two after school detentions. Parent/Guardian must pick up device from school.
- **5th incident** - Item secured with campus security; parent/guardian contacted. Student may be suspended. Parent/Guardian must pick up device from school during re-entry conference arranged with Dean of Students.

More serious infractions involving student-use of electronic devices (i.e. cheating, pornography, cyber-bullying, gang-related usage, “sex-ting”, etc.), will likely carry one or more of these, “severe clause” consequences (or other consequences listed in the “Behavior” section of this handbook) as deemed necessary by administration:

- unique restrictions placed upon student’s ability to use technology in school
- further use of technology only under the direct supervision of staff
- complete suspension of use of technology within CHS for the remainder of the school year
- school-assigned disciplinary consequences – i.e. detention, suspension, etc.
- police intervention/ other legal action (when deemed necessary)
- consequences that may include (but not be limited to) any single or combination of the aforementioned consequences above

### **Hat Policy**

- Hats must be school-appropriate and must be removed at a teacher’s request within that teacher’s classroom. Hats may be confiscated by school officials anytime they are deemed as inappropriate for school, if they become a distraction, or if students refuse to remove them in classes where prohibited under teacher-classroom rules.

### **Counselors**

**Lillena Pitcock**  
Last Names A-G

**Jason Hoyt**  
Last Names H-P

**Mike Chavez**  
Last names Q-Z

## **DISTRICT POLICIES FOR NAMPA SCHOOL DISTRICT HIGH SCHOOLS 2017 - 2018**

**(Please see our school's unique policies in the previous section.)**

### **Section I - General Information**

- Associated Student Body (ASB) ID Cards
- Athletic Policies & Standards
- Buildings & Grounds
- Bus Service/Transportation
  1. To and From School
  2. Activity Transportation & Travel Requirements
- Cafeteria
- Communications
- Dances
- Driver's Education
- Driving/Parking
- Food/Drink
- Foreign Exchange Students
- Internet/Computer Use Policy
- Library/Media Center
- Lockers
- Severe Weather Closure
- Student Records & Transcripts
- Confidentiality of Student Records
- Rights of Parent(s) or Student(s) to review records annual notice
- Directory Information -- Annual Notice
- Release of Information to Institutions of Higher Education and the Military -- Annual Notice
- Media & district, school & other print, video & electronic publications -- Annual Notice
- Emancipated Students
- Textbooks/Library Books
- Teacher & Aide Qualifications, Right to Know
- Visitors

### **Section II - Academic Guidelines**

- Advanced Placement Exams
  - College Testing Information
  - Commencement/Graduation Exercises
  - Early Graduation
  - Enrollment & Withdrawal Procedures
  - Final Exam Make-Up Procedures
  - Grade Reporting
  - Grade Point Average
  - Graduation Requirements
  - Honor Roll
  - Section 504 Notice
- 2011-12 – Rev. April 2011

### **Section III – Attendance**

- Absences
  1. Parent reporting absences to school
  2. School reporting absences/truancy to parents
  3. Monitoring Absences, Consequences & Possible Loss of Credit
  4. Codes for Absences

5. Make-Up Work
6. Truant
7. Excessive or Chronic Absences
8. Denial of credit appeals process

- Campus access

  1. Campus
  2. Open Period

#### **Section IV - Behavior Expectations/Discipline Policies and Procedures**

- Behavior Expectations
- Discipline Process & Administration Referral
  - Mischievous Behavior
  - Severe Behavior
  - Consequences
- Bullying
- Confiscated Material
- Demeaning Language
- Discrimination
- Dress Code
- Drug-Free Policy
- Electronic Devices
- Fighting
- Gangs & Hate Groups
- Hall Conduct & Passes
- Hazing
- Plagiarism
- Racial/Ethnic/Sexual Harassment Policy
- Procedures to Handle Complaints of Discrimination
- Procedures to Handle Sexual Harassment and/or all Other Types of Harassment
- Search and Seizure
- Theft
- Trespassing/Non-student Loitering
- Weapons Defined & Zero Tolerance Policy

#### **Section V - Health & Emergency Policies**

- Emergency Information Form
- Emergency & medical treatment
- Immunization
- Insurance
- Medication

### **Section I General Information**

#### **Associated Student Body (ASB) ID Cards**

The Nampa School District No. 131 provides all high school students an ID card. The first card is free. Replacement cards are \$5. The ID card is used throughout a student's high school career and serves three important purposes:

- **A Library Card**, which entitles a student to check out materials, textbooks, and/or to use the computers.
- **A Lunch Debit Card**, which allows a student to pre-pay for lunches and avoid carrying cash.
- **An Identification Card**, which students are asked to carry with them at all times and may be asked to show it to any school personnel upon request to help ensure the safety of our campuses.

#### **Athletic Policies & Standards**

Copy available in the Students Services Office.

#### **Student Activities**

All NSD students who participate in a sport, club, or school related group are required to pay an ASB fee of \$35.00 for their activity card. This is a one-time fee for the school year.

A transportation fee of \$50.00 is required for each sport/activity a student participates in per year.

Any student can purchase an activity card. This card will get students into all HOME athletic events for free. Students can also receive discounts to other school functions such as dances and performing arts events. If a student does not purchase an activity card they will be required to pay the admission fee that is charged at each event.

Any questions please call the CHS Athletic Office @ 498-0571

### **Buildings & Grounds**

Our campus reflects the pride we have in our school. Care of the buildings and grounds is the responsibility of all students and staff. In order to maintain a clean, attractive campus, we ask that students eat and drink in designated areas and put trash in the proper place.

### **Bus Service/Transportation**

#### **1. To and From School**

Students residing in Nampa School District No. 131 who live more than 1.5 miles from school or in a safety busing zone are eligible for transportation to and from school. Please contact Brown Bus Co. at **466-4181** or visit its website <http://www.brownbuscompany.com/> for bus stop locations and bus numbers. Students using open enrollment are not eligible for bus transportation. During the school day, our district provides shuttle service among the high schools for students to access classes and programs.

#### **2. Activity Transportation & Travel Requirements**

The following rules apply to extra-curricular trips:

- The school district provides transportation for participants to and from the location of the program or activity during the normal school day of 7:30 am to 3:00 pm.
- The school district will not provide transportation to other high schools within the Nampa School District for activities outside the school day (football and track teams are exceptions – transportation will be provided for those activities within NSD).
- When transportation is not provided, school officials and/or coaches cannot help arrange or provide transportation.
- Participants must be transported by district transportation to and from athletic events scheduled outside the city.
- Students may ride home from an event with parents if permission is granted by the coach, and parents have signed their student out.
- Particular programs or activities warrant the use of private carriers if the proper owner-operator vehicle form is completed and on file in the Athletic Director's office.

### **Cafeteria**

The cafeteria provides breakfast, lunch, and other Ala Carte items for the convenience of students. Breakfast is free. Meal prices are available on our website or from the cafeteria. Applications for free or reduced price lunch may be obtained from either the kitchen or the administration office. ASB cards are used as a debit card to pay for meals. Parents are encouraged to pre-pay meals for the students using [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a link on the District and School website. Students are asked to be courteous and not cut in line and return trays and trash to the proper place.

The Healthy Hunger Free Act was signed into law in December, 2010. One of the requirements of this federal law is that school districts are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement. Secondary meal prices are \$2.20.

### **Communications**

We want to keep you updated about your student's progress and of school events. Please remember when your contact information changes to let the school know. This includes your phone numbers, address, and email. We will use this information to communicate to you throughout the school year and during emergencies.

Here are the main ways we strive to keep you informed:

- **News** – We produce daily announcements that are shared with students and may be emailed to parents. Please make sure we have a current email address for your family. As funds allow, we may also mail home newsletters. We also post information on our school's website and encourage you to check it frequently.

- **Grades and progress reports** – These reports can be found on PowerSchool. For specific dates, please check our schedule for the year.
- **Answering your questions** – Your questions and concerns are important. We invite you to contact your child’s teacher or our school administration by note, phone message, or by e-mail. E-mail is the fastest way to reach a teacher or administrator. If you need an email address please visit our website, use PowerSchool, or call the office. We also welcome face-to-face discussions; however, we ask that you make an appointment prior to visiting because administrators and teachers are working with students during the school day.
- **Delivering messages and special items** – Our goal is to provide uninterrupted learning time for your child, because of this we will only pull a child from a classroom for emergency phone messages. 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. This provides time to locate your student. Balloons, flowers, and other special deliveries are kept in the office until the end of the day. The recipients will be notified during their last period class.
- **Monitoring student progress, attendance** – We provide families 24/7 access to student grades, attendance, and other information through PowerSchool, an online web-based program. Please check at the school’s main office to sign up for a password to access this program. PowerSchool allows you to sign up for daily, weekly, etc. email reports on students.

### **Dances**

Social activities are important experiences in high school. Our students plan dances for a variety of celebrations and to enhance school community and spirit. Certain dances may be held exclusively for our students and students/guests from outside may be excluded. In order to maintain a safe environment and provide a positive experience for students, our school established rules for behavior.

- Students are required to show their school ID card for admittance to all dances.
- Only our students and guests with a completed and approved form may attend.
- Students must sign up guests in advance at the office and receive a guest pass. No student may attend from another school unless he/she is a guest and is at least a 9th grader and not older than 19 years of age.
- No one under the influence of alcohol or drugs will be allowed in the building, nor is drinking allowed in the building or on school property, including parking lots. Students may be subject to a field sobriety test.
- Students exhibiting inappropriate behavior as determined by administration will be asked to leave and will not receive a refund. Additional consequences may be assigned.
- Once a student leaves the building, he/she may not return.
- Guests are expected to follow the same rules as our students.

### **Driver’s Education Classes**

Students must be 14½ years old to be eligible for Driver’s Education. More information about the Driver’s Education Program is available on the district website at [www.nsd131.org](http://www.nsd131.org) under the Parent/Student Resources link. Attending school is essential to earning and keeping a driver’s license. Idaho law sets specific requirements. Students must have a Verification of Compliance form signed by the school stating that they have met the 90% attendance requirement. They will need the Verification of Compliance form to pay the permit fee at the Department of Motor Vehicles prior to signing up for the course. Driving privileges and/or the privilege of applying for or obtaining a license may be suspended by the Idaho Transportation Department for failure to comply with enrollment and attendance requirements.

### **Driving/Parking**

Students are welcome to drive to school and park in designated areas as long as they are careful of the health, safety, and welfare of their fellow students, faculty, and staff, and of the general community. Parking privileges may be revoked if students in any way endanger others. Police citations will be issued for violation of public law. Students who want to park their cars in the designated school parking areas must obtain a parking permit from the attendance office and display the parking permit where it can be seen. The car registration and a driver’s license are required to obtain a parking permit. Parking in unauthorized locations on school property is not permitted, and vehicles may be towed, or driving privileges may be revoked.

### **Food/Drink**

To keep our campus clean, students are asked to eat only in designated areas. Eating and drinking in a classroom may be authorized by a teacher. Students are asked not to chew gum on campus.

### **Foreign Exchange Students**

Foreign Exchange students are welcome at our school. Because of enrollment conditions, a limited number of foreign exchange students are accepted. Students are accepted in compliance with federal and state regulations, and only



from approved exchange student programs. They may attend school and participate in school-sponsored activities. If they are seniors, they may participate in the graduation ceremonies and receive a certificate of attendance, but they are not eligible to receive a diploma from our school. Agencies may make application to have students placed in our schools at the Nampa School District office, 619 S. Canyon St., Nampa by the last business day in January. The district will notify agencies of approvals by the end of February.

### **Internet/Computer Use Policy**

Our school provides student access to computers and the internet in support of educational objectives and to support classroom instruction. Because technology can be used to access inappropriate material and for inappropriate behaviors, students are asked to read and sign the Nampa School District Appropriate Use Policy for Computer and Computer Systems, when they first enroll in our school. A student will not be allowed to access the Internet and/or a computer until this policy is acknowledged by both student and parent. Violations of this policy can result in loss of privileges and/or disciplinary action. When and where applicable, law enforcement agencies may be involved.

### **Library/Media Center and Textbooks**

The library/media center is open daily when school is in session. To ensure an environment conducive to studying and reading, visitors are asked to speak quietly. To check out textbooks and library books, a student needs his or her ASB card. Access to the library during class time and lunch time requires a pass. Textbooks and library books are distributed to each student through the library/media center and/or at the discretion of the teacher. Each student is responsible for the books checked out. In the case of books checked out as classroom sets, the teacher may hold students accountable for lost or damaged books. A fee is charged for overdue library books. There is no fee for books returned with normal wear. Lost or damaged books must be replaced or reimbursed by the student.

### **Lockers**

Students may be assigned lockers at the beginning of the year and are responsible for keeping them clean and free from damage. For safety purposes, our lockers are equipped with combination locks that allow quick and easy access. To avoid theft, please do not share locker combinations. Students are discouraged from bringing valuable personal property to school other than normal school supplies and personal clothing. The school is not responsible for personal property lost for any reason. Students choosing to bring personal property to school do so at their own risk. Lockers may be inspected by the administrators as deemed necessary and this may occur randomly without permission from the student.

### **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 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 school wide 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.]*

### **Severe Weather Closure**

The decision to close school or to delay the start of school because of severe weather will be made as early as possible the evening before or early morning. The decision is made by the superintendent or the superintendent's designee, based upon the recommendation of the bus contractor and/or the transportation supervisor. Please check the district's webpage at [www.nsd131.org](http://www.nsd131.org). If school is closed, the site will be updated by 6 a.m. We also will let local media outlets know. Please monitor your local TV or radio station when storms are predicted for closure information between 5:45 and 6 a.m.

### **Student Records & Transcripts**

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 ACT, SAT, and ISAT scores. It is available for employment purposes and college admissions. An "official" transcript for colleges, must be obtained from the school or the district office. 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. The following information details parent and student rights with respect to student records.

### **Confidentiality of Student Records**

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

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

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

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

### **Directory Information – Annual Notice**

Directory Information means personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released such as: student's name, address, telephone listing, date and place of birth, classroom teacher, officially recognized activities and sports participated in, weight and height [if on athletic team], dates of attendance, awards received and the previous school or program attended, photos, school newspaper, including yearbook and such categories of information as the superintendent shall designate. Directory Information shall be released only with administrative direction. Information will not be given over the telephone except in health and safety emergencies. Parents will be notified annually through the distribution of this handbook about this information and how to limit the release of this information. The parent/student will be given

the opportunity to limit the release of directory information by requesting and completing an Opt Out Form. The form is due by the first Tuesday in September.

### **Release of Information to Institutions of Higher Education and the Military (high school only) - Annual Notice**

Federal law requires districts to release a secondary (high school age) student's name, address and telephone number, upon request, to institutions of higher education and military recruiters. The District will treat a request for this information as "directory information" and will follow the above procedures. This information may result in a military recruiter contacting your home with information about opportunities in the military service and/or institutions of higher education contacting your student with information about their college/university. Parents will be notified annually through the distribution of this handbook about this information and how to limit the release of this information. If you object to having your student's information released to military recruiters, education institutions, etc., please indicate your preference during the registration process. The parent/student will also be given the opportunity to limit the release of directory information by requesting and completing an Opt Out Form. The form is due by the first Tuesday in September.

*\*This does not pertain or include high school, college/university, military, or any other requests of high school transcripts or school records if/when a release of records has been signed by parent/guardian or student.*

### **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, please indicate your preference during the registration process. You may also request and complete the district's Opt Out Form. The form is due by the first Tuesday in September. 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 videotaped.

### **Emancipated Students**

When a student turns 18 years old, he or she is considered an adult under state law. Most 18 year olds don't object to our school continuing to provide information on attendance, discipline, and other information to their parents. Some 18 year olds, however, may ask that their parents be denied information by submitting proof he or she has declared emancipation from his or her parents.

### **Teacher & Aide Qualifications, Right to Know**

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

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

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

### **Visitors**

In order to ensure student and staff safety, all visitors must check in at the front office and wear a visitor's pass. Unauthorized visitors are considered to be loitering and may be charged with trespassing. Visitors are asked to make an appointment with the staff member they wish to see prior to their visit. **Visitors to see students or accompany students to school are NOT allowed since this disrupts the educational process.**

## **Section II Academic Guidelines**

### **Advanced Placement Exams**

Students taking Advanced Placement (AP) courses may take an Advanced Placement (AP) examination in May for a fee. Based on a student's score, college credit may be awarded by the college. Exams are offered in a variety of subjects. Students interested in taking an AP exam should see their counselor/teacher in February. Our current AP classes are published in the course catalog and subject to change based on enrollment.

### **College Testing Information**

New graduation requirements require high school students beginning with the class of 2013 to take college entrance exams such as the ACT, SAT, or other State approved exams as part of their graduation requirements. Please contact the counselors' office for more information about these tests.

### **Commencement/Graduation Exercises**

Seniors participate on a voluntary basis in commencement and other senior activities. To be eligible to participate in commencement exercises, students **must meet all** graduation requirements and meet standards of acceptable behavior throughout the school year. In addition, students must complete a senior checkout process with the office and clear any outstanding fines.

### **Early Graduation**

Permission to graduate from school with less than four years attendance may be granted by the Nampa School District Board of Trustees. All requests for graduation with less than four years attendance shall be presented to an administrator in writing with the student and parent signatures. Please see the Counseling Office for the fall and winter deadlines for these requests. An administrator and designated counselor shall make a thorough review of the student's credits and reasons for the request and make their final recommendation to the Board of Trustees.

### **Enrollment & Withdrawal Procedures**

- 1. Credit Transfer** - Credits are accepted from any accredited high school upon receipt of an official transcript. A maximum of four (4) correspondence credits may be transferred. The counselor must approve all correspondence course work or alternate formats of attaining course credit before starting the course or credit may be denied.
- 2. Late Enrollment** - A student who enrolls after the third week of a semester and who has not regularly attended a secondary school during that same semester shall meet with an administrator, registrar, and counselor prior to enrollment to determine the credits that may be earned during the remainder of the semester, schedule of classes, and time of school day.
- 3. Withdrawal** - The procedure for withdrawal is as follows:
  1. Authorization for withdrawal must be made by telephone or in person by the parent or guardian.
  2. Obtain appropriate forms from the school registrar's office.
  3. Return all school books and library books. Make sure all fees and fines are paid.
  4. Return device
  4. Take all completed forms to the main office for final clearance.

### **Final Exam Make-up Procedures**

Any students who are not able to take their final examinations at the scheduled time must receive permission from an administrator and teacher to make-up their exams. All requests must be in writing by a parent or guardian by the deadline established by administration.

### **Grade Reporting**

There are four grading periods and four progress reporting periods in the school year. Parents can expect reports to be available in PowerSchool one week after these dates. If parents have questions regarding a student's grade, they should contact the teacher involved or check PowerSchool.

### **Grade Point Average**

The total number of points divided by the number of counted classes equals the Grade Point Average (GPA).

The point system is as follows:

AP = 5.0\* A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

### **Grades and Grade Point Averages**

Final grades and grade point averages (GPA) are computed using the following scale and points:

<u>Grading Scale</u>	<u>Grade Points</u>	<u>AP Grade Points</u>
A – 90-100	4 points	5 points
B – 80-89	3 points	4 points

C – 70-79	2 points	3 points
D – 60-69	1 points	2 points
F – 50-59	0 points	0 points
I – Incomplete	0 points	0 points

\*The designation if “Incomplete (I) is for students who have not yet demonstrated their level of proficiency through their course assessments and grading

**Weighing of Advanced Placement Grades**

High school students enrolled in an approved Advanced Placement course will have their letter grades weighted by the addition of one point to the number given on the normal 0-4 grade points. For example, an “A” grade in an Advanced Placement course will receive five points. However, a grade of “F” in an Advanced Placement course will receive no points.

**Graduation Requirements**

Below are the high school graduation requirements. Our comprehensive high schools operate on an eight-period, alternating day (A-B) block schedule.

<b>Courses</b>	<b>Class of 2013 &amp; Beyond</b>
English	8
Math	6 (2 credits must be taken during senior year)
Speech/Debate	1
Science	6
US & World History	4
US Government	2
Economics	1
Health	1
Physical Education	1
Humanities	2
Technology	3
Electives	16
Senior Project	Yes
Pass ISAT Tests	Yes*
Take ACT, SAT or COMPASS exams during Jr. year	Yes
Total	51

\*Reading/math/language class may be required as support class if student has not passed the ISATs.

**Honor Roll**

To be eligible for the Honor Roll, a student must achieve a grade point average of 3.5 or higher at the end of the semester.

**Section 504 Notice**

Section 504 of the Rehabilitation Act of 1973 and the American 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’s designee is the 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 St. in Nampa, or call 468-4600.

**Section III  
Attendance**

Most of our students attend school regularly and are seldom absent without reason. Some students, however,

because of life's events, family situations or personal choice struggle to attend every day. If students do not attend regularly, they are at risk of falling behind and dropping out. Students who are frequently absent or tardy disrupt classroom instruction and our campus climate. Attendance also impacts our school's ability to provide a comprehensive education program as we receive less state funding when students do not attend regularly. Our school staff, parents, and students share a common goal of ensuring that students are successful and because of this, we carefully monitor attendance to identify students who may be having difficulty. We also invite parents to contact us when they believe their student is missing classes or school without excuse. When a student is identified as having difficulty, we will work with parents and the student to identify strategies to improve attendance and determine whether consequences are needed. We appreciate the value families place in ensuring that students attend school every day and the measures they take such as scheduling medical appointments, activities, and events outside the regular school day. To aid our efforts to monitor attendance and identify students who struggle, our school has established rules and procedures listed in this section.

## **Absences**

Students are expected to attend school every day. Our school is concerned when a student does not show up for a class or the entire day. We know parents also are concerned and want to be informed quickly when a student is absent without permission or is truant. To ensure that our school and parents know when a student is absent or truant as soon as possible, we ask that parents report absences to school within a day. Our school, in turn, will report to parents when a student has missed a class or school on the day of the absence. To ensure parents are notified quickly when a student is absent and to ensure the school knows when a student is absent with or without excuse, our school has established the following procedures.

### **1. Parent reporting absences to school**

Whenever a student is absent, the parent should call the attendance office on the day of the absence and/or *no later than 24 hours from the absence*. Our attendance office phone numbers are:

- CHS 498-0572
- NHS 498-0552
- SHS 498-0562

This timely notice is important because without it, a student may be incorrectly identified as truant. The phone call should include:

- The student's first & last name, spelling out the last name clearly.
- The date(s) of the absence(s).
- The reason for the absence(s).
- A phone number where parents can be reached.

In the case of an extended absence of two (2) or more days, we ask that you notify the school so we can inform teachers, provide make-up work if requested, and verify that your student is safe. In reporting extended absences, please give details as to the nature of the extended absence and an expected date of return to school. Extended medical illnesses may require documentation from your health care provider.

### **2. School reporting absences/truancy to parents**

When a student is absent and the school was not notified, we will:

- Call parents from 5:30 to 9:30 p.m. that day using an automated calling system. Please make sure the school has your most current contact information.
- Update information in PowerSchool allows parents to monitor attendance, grades, and other information. Please contact the main office for your PowerSchool login.
- Identify the student for possible follow-up depending on past absences.

If you have any questions concerning an absence, please contact the attendance secretary during office hours the next day, 7:00a.m. until 3:00p.m.

### **3. Monitoring Absences**

Our school and parents expect students to be in school every day it is in session. We recognize that life's events and school activities may make it necessary for a student to occasionally miss a class or an entire day. We identify absences with various codes defined in section 4. By coding absences, we are able to use the information to inform parents, identify students who may be having difficulty, and take actions when absences threaten a student's success in school. Furthermore, this coding system is helpful when determining which absences are excused in regard to the credit petitioning for Excessive Absences (explained later in this section).

#### 4. Codes for Absences

Parents may give their student permission to be absent. Verbal or written communication must come from the parent *within 24 hours of the absence* to excuse an absence and prevent truancy. School work missed during excused absences may be made up. Note: The abbreviations after the excuse are codes that are used to monitor and track absences. Parents may give their student permission to be absent. Verbal or written communication must come from the parent within 24 hours of the absence to excuse an absence and prevent truancy. Note: The abbreviations after the excuse are codes that are used to monitor and track absences.

- **Student participation in school - sponsored activities (S)** - such as field trips, athletic contests as members of their school teams, standardized tests, or other accountable school-sponsored activities or settings such as with a counselor, nurse, administrator, etc.
- **Illness (V)** – when a student is ill and is excused by a parent. If a student is frequently absent citing illness, a conference with school administration may be necessary for parents to work with staff to identify strategies to improve attendance and support health needs.
- **Medical (M)** – such as extended confinement either at home or in a hospital which is confirmed in writing by a health care professional, including the school nurse. Also, health care appointments confirmed with documentation by doctors, optometrists, dentists, orthodontists, psychiatrists, or other health care professionals when such appointments cannot be scheduled outside of school hours.
- **Legal appointments or court hearing (L)** – as confirmed in documentation from attorneys, probation officers, and/or subpoena.
- **Death in the family/bereavement (B)** – documentation may be required.
- **Religious observation (R)** – when participation is required and can be verified by an appropriate church official or document.
- **Administratively approved, prearranged absences (D)** – the administrator will use professional judgment in making a determination, based upon a written request. Forty-eight (48) hours notice is required. Factors such as the educational value of a proposed event, the personal or family benefit resulting from the experience, and the impact of the absence on the student’s academic progress shall be given consideration in determining whether a pre-arranged absence shall be administratively approved. Students should avoid prearranged absences during tests or final semester examinations.
- **Suspension consequences for In-School Suspension (I), Out-of-School Suspension (O), Alpha One**
- **Suspension School (H), or TASK (X)** - Administrators have the discretion for make-up work.
- **Parent Excused (P)** – absences are those which do not meet any definitions or criteria listed above. Parents may call and provide another reason for their student’s absence so that at least the absence is not unverified or truant.
- **Unverified Absences (A)** – are those absences that have not been called in and excused by a parent/guardian within 24 hours or excused by the school. Depending on the circumstances, the unverified absence may result in Truancy (see below).

#### 5. Make-Up Work

It is the student’s responsibility to request work or make up assessments after an absence. School work missed because of these absences: Student participation in school-sponsored activities (S), Medical (M), Death in the family/bereavement (B), Legal appointments or court hearing (L), and administratively approved, pre-arranged absences (D) – may be made up. Students absent for illness (V) may make up work; however those with excessive absences may be required to provide further documentation of illness. School work missed because of these absences – Unverified (A), Parent Excused (P), or Truant (C) absence may request make-up work. The amount of credit for make-up work will be determined based on administrator/teacher discretion.

#### 6. Truant

A truancy is defined as a student who is absent from class or school *without* school or parent permission. Our school views truancy as a serious concern and administrators will work with students and parents to change the behavior.

The following steps will take place when students are truant:

- 1st truancy – Administration may contact parents for a conference about the truancy. Students are expected to make up time in detention.
- 2nd truancy – The administrator or designee may choose to assign consequences such as: 3 to 5 days out of school Suspension (OSS), truancy contract, serving time in detention, notification to parent regarding possible suspension of driving privileges of student (as per Idaho Code 94-303A).
- 3rd truancy – The administrator or designee may choose to assign consequences such as: 3 to 5 days OSS, attendance contract, serving time in detention, notification to parent regarding possible suspension of driving

privileges of student (as per Idaho Code 94-303A); possible loss of credit, referral to an attendance court, making up lost time outside the regular school day, or reduction in grade. Students facing possible loss of credit may appeal. The student may also be referred to the Nampa School District Board of Trustees for a formal expulsion hearing or to the Canyon County truancy court.

## **7. Excessive or Chronic Absences**

Our goal is for all students to attend school every day. Attendance is monitored daily to identify students with difficulties. Administrators and teachers will work with students and their parents to identify strategies to address the behavior. Students on the A-B block schedule who receive six (6) absences in any class period within a semester will face consequences such as:

- loss of credit,
- referral to an attendance court,
- making up lost time outside the regular school day,
- reduction in grade, or
- other action determined by the school administrator or designee based on the individual's situation and need.

Absences which are included as part of the six (6) Excessive Absences are:

- Unverified (A)
- Parent excused (P)
- Truancy (C)
- Illness (V)

The student will be notified after his or her fifth (5th) absence that he or she faces consequences for excessive absences and is in danger of losing credit. If a student obtains six (6) or more absences, they may have the option to complete "time-for-time" in order to make up lost class time. They also may petition for the lost credit. Students who continue to miss school jeopardize their success in school and also impact other students. When students are enrolled in school, they are assured a space in their classes as well as resources such as textbooks, instructional materials, and other necessary material. If the student doesn't attend those resources are not used effectively, because of this we've identified a process to handle chronically absent and/or habitually truant students. Students who do not improve their attendance and continue to miss school may be identified as chronically absent and/or habitually truant. School administrators or their designee will contact parents to schedule a conference to identify strategies to avoid the student being dropped from school rolls. After two unsuccessful attempts at contacting parents, a student will be counted as a drop out. The student will be dropped from the rolls if he or she is absent for ten (10) consecutive school days without notification from the guardian or has been identified as habitually truant. If the student returns to school, he or she may be re-enrolled. Students served by homebound tutors will not be included in this procedure.

## **8. Denial of Credit Appeals Process**

An appeals process is available for students who are denied credit because of excessive absences or truancy. At six (6) absences – Unverified, Parent excused, or Truant – the credit denial is assigned and the student may file a petition during the Petition Process at the end of the semester. Petition forms will be made available during the last two weeks of the semester. Students will use the form to explain the reasons for the absences, how attendance or behavior has changed, actions taken, and why credit should be granted. A credit petition committee consisting of a building level administrator, a counselor, attendance officer, dean and teachers will review the application and make a decision. If credit is denied, the student may ask the committee for a face-to-face hearing to appeal the denial. All decisions of the committee are final.

## **Campus access**

### **1. Campus**

Students are expected to remain on campus during the school day. Juniors and Seniors who do not have an F, D, or Incomplete grade are allowed to leave campus during lunch. They will be required to show ID as they leave campus and cannot have passengers in their vehicles.

Students are allowed to leave campus to participate in approved academic programs on another campus or with an approved community partner.

Non-school events that require a student to leave during the school day must have verified parent approval, via a note or phone call, prior to checking out from school. Written requests must include a time of departure and date. The student must check out and back in through the attendance office. Students who do not follow this procedure will be considered unexcused (truant) in all classes missed and will be subject to disciplinary action and grade penalty.

### **2. Open Period**



Parents may submit an application for their child to be allowed an open period in his or her schedule according to the administrative rules of the Idaho Board of Education 8.02.02.220.05 and Idaho Code Section 33-519. Students are limited to one open period (or release time) per day. No credit will be granted for open period activities. **To sign up for an open period, a student must be able to provide his/her own transportation because he/she may not be allowed to remain on campus during the open period.**

## **Section IV Behavior Expectations/ Discipline Policies and Procedures**

### **Behavior Expectations**

Our high school is an excellent school with great students and staff. We ask students to behave in a manner that will contribute to the community of our school.

Our students

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

In order to ensure our school provides a safe and orderly environment and appropriate learning environment for all, some behaviors are not allowed on our physical campuses, at school events onsite or offsite, and/or in an online environment or with electronic devices. Students who choose to behave inappropriately – including behaviors in an online virtual environment or with electronic devices – face consequences. Behaviors listed below may result in police intervention. Inappropriate behaviors are included below, but are not limited to:

- Possession, distribution, and/or use of tobacco, alcoholic beverages, drugs, or paraphernalia on school property;
- Expression of gang or hate group affiliation through clothing, signs, graffiti, tattoos, and/or activities;
- Use or possession of a weapon or other object and/or material, which pose a threat or potential threat to students and/or staff;
- Threats of violence which may endanger school safety;
- Theft or possession of stolen property;
- Fighting, posturing, encouraging, and/or instigating fights on school property;
- Destruction of or defacing school property including lockers and desks;
- Disrespect to teachers, staff, or students;
- Inappropriate conduct such as a conscious choice to fail to act as instructed by a staff member or administrator (willful defiance or insubordination);
- Loitering in the parking lots, halls or school grounds, during class time;
- Littering in the building or on school property;
- Any dress and/or appearance which is disruptive to the learning process;
- Use of threatening, demeaning, rude, hurtful, or profane language;
- Inappropriate display of affection in the halls, classroom, or on school grounds. No kissing, groping, or fondling;
- Possession and/or distribution of objectionable, pornographic, or obscene literary or pictorial materials and garments. This includes t-shirts or caps, displaying or advertising alcohol, tobacco, drugs, profanity, pornography or gang affiliation;
- Deceit. The act of lying, forgery, plagiarism, or any other form of deceit by a student;
- Inappropriate use of electronic devices and computers in violation of school policy; and
- Use of skateboards or skates is permissible only in an administrative designated location.

### **Discipline Process & Administration Referral**

When a student misbehaves, the teacher will deal with the student through assertive discipline, posted class rules, and fair enforcement. If the student does not comply, the teacher will contact the student's parents to enlist parent/guardian support. If disruptive behavior continues, the student will be referred to the administration. teacher will refer students to an administrator for continued "mischievous behavior" or "severe misbehavior."

Misbehaviors are classed as:

1. **“Mischievous”** – such as disrupting class, lack of preparedness, nonconformity to dress code, public display of affection, or any behavior that disrupts the learning process;
2. **“Severe”** – such as fighting, weapons, vandalism, extreme disruption, possession and/or use of illegal drugs, alcohol, tobacco – any behavior that threatens the safety or welfare of anyone on campus and stops or inhibits the learning process.

The referral will be processed as follows:

### 1. Mischievous Behavior

- **1st Office Referral:** Conference, parent contact, 1 hour of ASD (After School Detention) or LD (Lunch Detention) or other appropriate consequences.
- **2nd Office Referral:** Conference, parent contact, one day of ISS (In School Suspension) or other appropriate consequences.
- **3rd Office Referral:** Referred to Severe Behavior number one.
- **4th Office Referral:** Referred to Severe Behavior number two.
- **5th Office Referral:** Referred to Severe Behavior number three.

### 2. Severe Behavior

- **1st Referral:** Conference, parent contact, one day of OSS, or other appropriate consequences. If fighting, drug related, or verbal abuse of another person, immediate Out of School Suspension (OSS) in compliance with school district policy. OSS will be a discretionary, one (1) to five (5) days.
- **2nd Referral:** Conference, parent contact, two days of OSS, or other appropriate consequences. If fighting, drug related, or verbal abuse of another person, immediate OSS in compliance of School District Policy. OSS will be discretionary, up to five (5) days. (Behavior Contract)
- **3rd Referral:** Conference, parent contact, immediate three (3) to five (5) day OSS and possible alternative placement or referral to the School Board for expulsion.

### 3. Consequences

- **ASD (After School Detention) and LD (Lunch Detention):** ASD and LD as determined by the administration. Students must be on time, prepared with reading or study materials enough to occupy the detention time. Rules include:
  - No talking
  - No heads down/sleeping
  - No headphones or electronic devices
- **Suspension:** Suspension will be held at Columbia High School in a designated classroom or other arrangements determined by the administration. Students must serve the suspension in full before returning to their scheduled classes. Any student serving an out of school suspension will not be allowed on any campus during the assigned days. If a suspended student shows up on any school campus, they are considered to be trespassing. Students MUST be on time and prepared with reading or study materials enough to occupy the entire detention period. Rules include:
  - No talking
  - No heads down/sleeping
  - No headphones or electronic devices
- **Detention Follow - Up:** After-School Detention and Lunch Detention are to be a silent study period that enhances the educational opportunities for students as well as accentuating the positive influence of discipline. If a student chooses to miss an assigned detention, the assigned detention time may be replaced by one day of suspension or other administrative action. Parents will be notified whenever assigned detention time is missed.

### Bullying

Our school is committed to providing a safe learning environment for students. This includes identifying and taking steps to prevent bullying among our students. Bullying occurs when a child is exposed, repeatedly and over time, to negative actions on the part of one or more children. Bullies want the victims to feel: hurt, sad, mad, scared, or embarrassed. Bullying behaviors include, but are not limited to:

- **Physical:** kicking, shoving, hair pulling, hitting, slapping, biting, tripping, stealing, spitting, or damaging people’s 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.

• **Cyber:** tormenting, threatening, harassing, humiliating, or embarrassing by using the Internet, interactive and digital technologies or other electronic devices or computers at school.

### **Confiscated Material**

Any weapons, drugs, alcohol, gang, or pornographic material or clothing depicting these things may be confiscated from students and not returned at any time. Any other confiscated item may be returned at administrative discretion. Items included, but are not limited to, clothing, cell phones, electronic devices, CD players, hats, etc. **The school will not be responsible for replacing confiscated items that are lost or stolen.**

### **Demeaning Language**

Any language – spoken or written – that demeans others will not be tolerated. Racial slurs are prohibited and considered a severe misbehavior and will result in suspension from school. Other demeaning and/or profane language will be similarly treated.

### **Discrimination**

Our school does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or status in admission to its educational programs and activities as prescribed in federal and state laws and regulations. All courses and co-curricular activities (exclusive of athletics) offered by Nampa School District, particularly pep club, choirs, industrial technology, family and consumer sciences, trades and industries, and others, which previously may have been identified as primarily for members of one sex, are available to both female and male students. No preference will be given to a student's choice on the basis of sex. Members of both sexes are encouraged to enroll/participate in all courses/activities.

### **Dress Code**

Students should be well groomed and dressed in clothing that is appropriate to the learning environment and weather conditions. Students are not allowed to wear clothing that constitutes a health or safety hazard or is disruptive to the educational process. We prefer to give general guidelines with only a few mandatory restrictions, as most students use good judgment in their apparel choices. Guidelines:

- Please check your school's policy about wearing hats or apparel that covers the head.
- No clothing or equipment that promotes drugs, alcohol, tobacco, violent acts, lewd or sexual themes, which are offensive, degrading, or demeaning. Such clothing may be confiscated.
- No gang or hate group attire (hats, bandanas, rags, colors, shoelaces, sags, chains - except one wallet chain of 12" or less) and any other clothing that is deemed gang related by the School Resource Officer or school administrator.
- No articles of clothing that display bare backs or bare midriffs. No undergarments should be visible. Tube tops, spaghetti straps, sheer or see through shirts and halter tops are not considered appropriate dress for school.
- Shorts and skirts need to be an appropriate length (fingertip length).
- No clothing or accessories that can be potentially dangerous (spikes, etc.).
- Inappropriate tattoos must be covered.

The purpose of the Dress Code and Prohibited Items list is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared to learn. We ask for your support in providing a safe and orderly environment in which all students can learn. Consequences for violations of these dress codes range from warnings, parent contact for a change of clothing, to suspension with repeated violations. The administration reserves the right to determine what is appropriate for a school setting.

### **Drug-Free Policy**

The Nampa School District recognizes that students need to be healthy in order to learn. It is further recognized that the District is responsible to empower the teacher to create a learning environment conducive to the achievement of educational excellence. The District provides comprehensive drug-free curriculum in grades K-12 for all students. Student assistance and support services are provided to students in need. District personnel will refer families and students at the parent's expense to appropriate treatment agencies. If either the parent or the students do not wish to cooperate with the recommendations of the school, the student's status in school will be re-evaluated. The Nampa School District recognizes the responsibility to protect the right of all students to a quality education in a drug-free environment. Therefore, any student violating the Nampa School District Drug-Free School Board Policy will be subject to disciplinary procedures. Documentation of referrals, interventions and infractions related to the Drug-Free Schools Board Policy, (policy 10014) shall be recorded in the student's cumulative and/or discipline file when appropriate. Policy violations will be cumulative at each level, but will move from elementary to secondary only at the

specific recommendation of the building administrator. Nampa School District follows Idaho Code 33-205 and Idaho Code 33-210 in dealing with drug and alcohol issues.

### **Electronic Devices**

Each high school has established its policy for electronic devices. Please see the school's policy section at the beginning of this handbook.

### **Fighting**

Fighting will not be tolerated under any circumstances. Consequences for fighting include:

- **1st offense** - Up to three (3) day suspension
- **2nd offense** - Up to five (5) day suspension and possible referral to the Nampa Board of Trustees for expulsion
- **3rd offense** - Referral to the Nampa School District Board of Trustees for expulsion

Students who either incite a fight or encourage a fight to continue are subject to the same suspension action as those students actually involved in the fight. Posturing, squaring off, or verbal confrontations that could lead to a fight are suspendable offenses. Students who refuse to disperse after being so directed are subject to the same consequences. Police will be involved and citations may be issued. Students are strongly urged to utilize the counseling, administrative, or teaching staff to help resolve differences before they lead to a fight.

### **Gangs & Hate Groups**

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

- The congregation of members that block building entrances, hallways, or otherwise disrupts campus;
- The solicitation or recruitment of members;
- The possession of group paraphernalia and materials;
- The intimidation of others;
- The advocacy of discrimination; and
- 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. Disciplinary actions may include suspension, expulsion, and/or police involvement.

### **Hall Conduct & Passes**

Students are encouraged to demonstrate courteous behavior in the hallways. All hall traffic needs to keep to the right and move directly to the next class. Lockers are not to be used during class. **Students can move through the halls during class time only with a valid hall pass from the teacher.** Students are encouraged to use the restrooms during passing periods. Teachers will not issue any passes during the first and last 15 minutes of class.

### **Hazing**

Activities that demean or make fun of under class persons, or initiation activities which force students to do humiliating or painful things, are strictly forbidden. Hazing is an illegal activity. Violators will face severe consequences.

### **Plagiarism**

Plagiarism is the act of presenting other peoples' ideas and writings, and not giving credit to these sources, by claiming them to be one's own. It is academically dishonest and may carry severe consequences, from a zero on an assignment up to removal from class, for those who employ it. While it is fine to study with another student, the work students submit must be their own.

### **STUDENT HARASSMENT**

It is the policy of Nampa School District #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, deflating, bullying, coercive, or in any way intimidates students.

Students attending schools of the District are:

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

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

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

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

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

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

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

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

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

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

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

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

1. Obtain a written statement from the complainant;

2. Obtain a written statement from the accused;
3. Obtain written statement from witnesses;
4. Prepare a written report to be submitted to the Deputy Superintendent.

If a complaint involves a building administrator or the Deputy Superintendent 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.

### **Search and Seizure**

Search and seizure may be conducted when reasonable suspicion exists that a crime has been committed. Searches may include vehicles, lockers, students' clothing (pockets, cuffs, shoes, etc.), book bags, bikes, etc. Parent **may** be notified when a search has been conducted on individual students, and informed of the outcome of the search. Students who leave campus, unverified or unexcused, may be subject to search upon their return.

### **Tardy**

Students are tardy if they are not in their classroom when the tardy bell rings. Any tardy is unauthorized unless a staff member has detained the student and a note has been issued excusing the tardy. With a legitimate pass, no tardy is recorded. Please see the individual school for the consequences for being tardy.

### **Theft**

Our high schools have a zero tolerance for theft. Individuals who are involved in theft will receive school consequences and police involvement as warranted. **We urge students to leave their valuables home.** Carry only the amount of money needed for the day and always keep gym and hallway lockers locked. Our schools or its agent cannot be held responsible for lost or stolen items. Do not share locker combinations with anyone.

### **Trespassing/Non-student Loitering**

To help protect students and school property, our school has a "No loitering/Trespassing" policy. School officials must have immediate knowledge of any unauthorized persons inside the buildings or on the school grounds. Students with open periods, who are on campus, may be considered trespassing.

### **Weapons Defined & Zero Tolerance Policy**

Students are forbidden to knowingly and/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 will be considered a weapon. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, air propelled guns, lead pipes, chains (wallet chains must not exceed 12" in length), chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, or other chemicals. Toys that appear to be weapons are considered to be weapons. Our high schools operate on zero tolerance for weapons at school. A student who brings a weapon to school must give it to school authorities. Consequences may include suspension from school, criminal charges, and expulsion from school by the Nampa Board of Trustees.

## **Section V Health & Emergency Policies**

### **Emergency Information Form**

An Emergency Information Form must be completed prior to issuing the student schedules. The school needs current information on a student's health conditions and parent/guardian contact information in case of an emergency. To effectively protect the welfare of students, our school nurse keeps the requested information on file.

### **Emergency & medical treatment**

In case of an injury or illness, the school will make every effort to notify parents or other emergency contacts as designated by the parent/guardian. Depending upon the severity, the paramedics may be called to assist in assessment and on-site treatment. Parents may meet their student at the school or the hospital if such treatment is deemed advisable. School personnel trained in CPR and first aid, the school nurse, and administrators will make this decision, if necessary. If your student has a chronic or acute health condition that might affect them at school, please contact the school nurse so we can work with you.

### **Immunization**

Our goal is that every student in the Nampa School District will be properly immunized for the health of the student, school, and the community. In accordance with Idaho Code 39-4801, parents are required to submit a copy of their child's immunization status to the school office before enrollment is complete. Exemptions for religious, personal, or medical reasons can be made; forms are available from the school nurse. If an outbreak of a contagious disease occurs, students not immunized will be excluded from school attendance.

### **Insurance**

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

### **Medication**

Any student taking medication needs to have a written release on file with the school administration office indicating the following:

- Name of medication.
- Doctor's name.
- Reason for taking and length of time.
- Parent's signature.

All medication must be supervised and dispensed by the school nurse or trained designee. Parents/students, please contact the school nurse to make arrangements. Asthma multi-dose inhalers may be carried by the student, with the written permission of student's physician, parent, and with the knowledge of the school nurse.