



# Nampa School District #131

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Nampa ID 83686  
208-468-4600

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

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

## High School Family Handbook 2019-2020



**UNION HIGH SCHOOL**  
506 Fletcher Drive  
Nampa, ID 83686  
208-498-0568

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

<https://www.facebook.com/UnionHigh/>

<https://twitter.com/UnionBigPicture>

*Home of the Foxes!*

### **Nampa School District Mission Statement**

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

### **Nampa School District Vision Statement**

Every student is fully engaged in extraordinary learning experiences,  
preparing for successful transition to the next stage of life.

### **Union High School Belief Statements**

- We focus on one student at a time.
  - We believe, achieve, and succeed together.
- We honor our individuality.
  - We take care of one another as a family.
- We build relationships supporting one another as we learn, work, and grow.
  - We never stop learning.
- We are ready for what comes next.
  - We have tools to use for our future.
- We reach out and enrich our communities.

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## Union High School Administration

Melisa LaPrath, Principal

Ron Swank, Counselor

Jon Munn, Social Worker

Jesse Tangen, School-Based Therapist

Lupita Diaz-Cedillo, Office Manager

Isabel Cervantes, Registrar

## *Welcome to Union High School*

**Union High School** is established as a safe, secure and orderly place for students to learn and excel. We believe this occurs in an environment of courtesy and character. We expect students and adults to be courteous, polite, and kind at all times.

The policies and expectations in this handbook have been established for your benefit and safety. Please read them and abide by them. We hope that our learning experience at UHS will be productive and rewarding. Have a great year!

### **SCHOOL MASCOT**

**Fox**

### **SCHOOL COLORS**

**Purple, Silver, and Black**

### **SCHOOL GRADE LEVELS**

**9, 10, 11, 12**

### **STUDENT POPULATION**

**160**

### **OFFICE HOURS**

Monday – Friday 8:45 a.m. to 2:45 p.m. (Wednesdays are early release @ 1:45 p.m.)

School days may vary from the district calendar and on teacher workdays

(please reference UHS calendar)

## **School Telephone Numbers**

Columbia High School	208-498-0571	Lake Ridge Elementary	208-468-4626
Nampa High School	208-498-0551	New Horizons Elementary	208-468-4623
Skyview High School	208-498-0561	Owyhee Elementary	208-468-4616
Treasure Valley Leadership Academy	208-498-0568	Park Ridge Elementary	208-468-4622
Union High School	208-498-0559	Reagan Elementary	208-468-4619
Gateways Secondary	208-498-0557	Roosevelt Elementary	208-468-4620
East Valley Middle School	208-468-4760	Sherman Elementary	208-468-4628
Lone Star Middle School	208-468-4745	Snake River Elementary	208-468-4614
South Middle School	208-468-4740	Willow Creek Elementary	208-468-4617
West Middle School	208-468-4750		
Centennial Elementary	208-468-4627	District Office	208-468-4600
Central Elementary	208-468-4611	Warehouse/Maintenance	208-468-4605
Endeavor Elementary	208-468-4629	Technology Center	208-468-4604
Gateways Elementary	208-468-0567	Nutrition/Food Service	208-468-4607
Greenhurst Elementary	208-468-2771		
Iowa Elementary	208-468-4621	Brown Bus Company	208-466-4181

## **Home/School Communications**

It is very important for the school to have your current contact information –home phone, cell phone, work phone, home address and email –so we may contact you in case of an emergency with your student or to send you important information.

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



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.

The information contained in this book is intended to enrich this partnership through helping create understanding of expectations for student conduct.

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,

Union High School Administration and Staff

## **Union High School Site-Specific Information**

Union High has made foundational changes in the relationships between and among staff, students, parents, community organizations/businesses, the curriculum, and organizational structure. The culture, climate, and practices of the school reflect the individualized nature of the instructional program. Advisors advocate and mentor each student so that the students are engaged in his/her own learning. Parents are active partners in the school by helping to set quarterly learning goals at scheduled meetings and participating in the evaluation of their child's progress at exhibitions and a review of student portfolios. Community members work with individual students as mentors, teaching the skills and attitudes required to complete real work in a business/community setting. Union High School creates a structure, instructional methods, and a learning environment that supports students to become self-motivated, competent, life-long learners.

### **Campus Access**

**UHS is a Closed Campus. Students are expected to remain on campus during the school day, including lunch.** Students are allowed to leave campus to participate in approved academic programs on another campus or with an approved Community partner.

Sometimes, however, life's activities or non-school events require a student to leave. Students in this situation 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.

### **Drug Testing**

Our ultimate goal at Union High is to create a safe, healthy, drug-free environment where students can thrive. All current students will not be tested unless any of the following incidents provoke suspicion by staff:

1. They display behaviors that typically cause suspicion.
2. They are truant from school.
3. They are absent from school for an extended period of time without a note from a doctor or legal entity.
4. They are reported by students, staff, or other stakeholders to be a user, dealer, or to be in the possession of drugs or alcohol.

We want to be able to identify those students, through the Urine Analysis (UA) test, then be able to provide a treatment process. Our process for a UA test that shows a student has used will be as follows:

1. 1<sup>st</sup> time offense: student will be required to complete a drug and alcohol assessment, participate in and complete the recommended counseling through our partnership with Life Counseling, complete the individualized academic and behavior contract established for the student based on their intervention and treatment recommendations.
2. 2<sup>nd</sup> time offense: student will be required to attend more extensive counseling groups

with Life Counseling and a more intensive individualized plan will be established by the team, including student, parent, counselors, admin, and teachers. Other potential consequence may be assigned.

3. 3<sup>rd</sup> or more offenses: student may lose the opportunity to attend our alternative school, until they show successful completion of rehab, intervention, or treatment based on counseling recommendations before reapplying to the school.

Failure to complete the above expectations may result in the student losing opportunity to attend Union.

### **Dress Code**

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.**

- Students must wear clothing including both a top and bottom or the equivalent (dresses for example) and shoes. (Pajama pants excluded)
- Clothing must cover all sides of the student's torso
- Clothing must cover undergarments.
- Fabric covering chest, genitals, and buttocks must not be see through.
- Face must be visible at all times (religious headwear excluded)
- Clothing must be suitable for all scheduled classroom activities while attending that specific class. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing or equipment that is offensive, degrading, or demeaning may be confiscated; this includes clothing that promotes drugs, alcohol, tobacco, violent acts, lewd or sexual themes.
- Students will not wear articles of clothing that are deemed gang or hate group related by the School Resource Officer or school administrator.

### **Attendance**

We recognize our students have very complicated lives. Just as with a job, a certain amount of absences are reasonable before any actions take place. Once an excessive amount of absences begins happening, at some places of work, you get a letter of warning, a letter of reprimand, hours cut back, or fired.

To help support attendance in school, and how that correlates to attendance in the workplace, a committee of students at Union gathered to discuss our attendance policies, procedures, and supports. **Our policy was developed by our students wanting support while they learn to attend better.** The following is our attendance policy as created by Union students.

Responsibility for each stakeholder when a student is absent:

- **STUDENT:** For every single absence the STUDENT needs to Communicate (Call/text/email) to their advisor that they will be absent and why, just like a job. Failure

to do so is an unexcused absence, unless there is a documented emergency that caused you to be unable to contact your advisor.

- **ADVISOR:** For every single absence the ADVISOR gets in touch with the student (Call/Text/Call Support Contacts) to find out why they are absent.
- **PARENT/GUARDIAN:** For every single absence the Parent/Guardian/Adult Support Person needs to call the front office (208) 498-0559, explaining the reason for their students' absence. This should be done before absence but has to be done within 24 hours of absence.
- **OFFICE:** For every single absence the office will call parents to notify them of the absence.

Excused Absence is defined as:

- Medically documented appointments
- Legally documented appointments
- Verified hardship (must be in consultation with our counselor / social worker)
- Pre-Approved family trip (must consult with our administration)

Unexcused Absence is defined as:

- Undocumented illness
- Skipping school
- Arriving to school very late
- Leaving school very early
- Parent Excused

### **Consequences for Excused Absences**

- 1<sup>st</sup> – 5<sup>th</sup> Advisor calls home
- 6<sup>th</sup> Advisor schedules a home visit and creates support agreement.
- 7<sup>th</sup> Advisor calls home and refers to support agreement.
- 8<sup>th</sup> Advisor calls home and refers to support agreement.
- 9<sup>th</sup> Office sends home letter, notifying family that student is at risk of being dropped at 12<sup>th</sup> absence. Meeting must be convened with student and advisor in order to prevent further actions. Lose 1 credit of earning potential.
- 10<sup>th</sup> Advisor calls home and refers to support agreement.
- 11<sup>th</sup> Advisor schedules a home visit, drafts an attendance contract. Lose 2 credits of earning potential.
- 12<sup>th</sup> Advisor calls home and refers to attendance contract.
- 13<sup>th</sup> Advisor calls home and refers to attendance contract. Lose 3 credits of earning potential
- 14<sup>th</sup> Home visit by Admin/SRO/Security. Lose 4 credits of earning potential.
- 15<sup>th</sup> Student assigned ISS (in school suspension).
- 16<sup>th</sup> Student suspended for 20 days. Must schedule a reentry meeting with administration before being allowed to re-enroll at Union.

### **Consequences for Unexcused Absences**

- 1<sup>st</sup> – 3<sup>rd</sup> Advisor calls home.
- 4<sup>th</sup> Advisor schedules a home visit and creates support agreement.



- 5<sup>th</sup> Advisor calls home and refers to support agreement.
- 6<sup>th</sup> Advisor calls home and refers to support agreement.
- 7<sup>th</sup> Office sends home letter, notifying family that student is at risk of being dropped
- 8<sup>th</sup> Advisor calls home and refers to support agreement.
- 9<sup>th</sup> Advisor conducts 2<sup>nd</sup> home visit and revises support agreement. Loss of 2 credits of earning potential.
- 10<sup>th</sup> Advisor calls home and refers to support agreement.
- 11<sup>th</sup> Advisor calls home and refers to support agreement. Loss of 3 credits of earning potential.
- 12<sup>th</sup> Home visit by Admin/SRO/Security. Behavior contract created. Loss of 4 credits of earning potential.
- 13<sup>th</sup> Student assigned ISS (in school suspension) and intervention meeting scheduled.
- 14<sup>th</sup> Student suspended for 20 days. Must schedule a reentry meeting with administration before being allowed to re-enroll at Union.

### **Tardiness**

The following policy was created by Union students.

“Tardy” is defined as: showing up to school after 8:45 and before 9:15.

“Very Late” is defined as: showing up to school later than 9:16.

1<sup>st</sup> Tardy per week: Warning

2<sup>nd</sup> Tardy per week: Student will participate in a school work detail (assigned by advisor).

3<sup>rd</sup> Tardy per week: Warning

4<sup>th</sup> Tardy per week: Counts as an unexcused absence.

Being tardy or Very Late 6 times in a month equals 1 unexcused absence.

Leaving Early:

Students will only be able to leave early with an official note from parent or guardian.

Only the office can approve leaving early—not your advisor. If you are under 18 you will not be allowed to leave campus without a parent or guardian chaperone. If a student leaves early without permission, they receive an unexcused absence.

### **Restorative Practice**

At Union High School, we believe in giving our students a choice in restoring the harm they may have caused. We truly believe that it is best to do things **WITH** students; whenever possible our response to behavior should involve strengthening relationships and repairing the harm between the individuals involved. This follows the IIRP (International Institute of Restorative Practice) guidelines for restorative practice and using circles effectively.

## Union High School Calendar 2019-2020

Holiday	School Day	Teacher Work Day	School & Home Visits	Comp Day	SAT Testing Day	Professional Development	Early Release

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Big Bang Conference!!!

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teachers 14 14

Students 7.5 7.5

Quarter 1 7.5

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teachers 19 33

Students 19 26.5

Quarter 1 19 26.5

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teachers 22 55

Students 21 47.5

Quarter 1 13 39.5

Quarter 2 8 8

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teachers 16 71

Students 16 63.5

Quarter 1 0 39.5

Quarter 2 16 24

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teachers 14 85

Students 14 77.5

Quarter 2 14 38

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teachers 19 104

Students 18 95.5

Quarter 3 7 7

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teachers 19 123

Students 18 113.

Quarter 3 18 25

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teachers 20 143

Students 6-12 20 133.

Quarter 3 14 39

Quarter 4 2 2

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Teachers 21 164

Students 6-12 21 154.

Quarter 4 21 23

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teachers 19 183

Students 6-12 18 172.

Quarter 4 18 41

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teachers 0 183

Students 6-12 0 172.

Quarter 4 0 41

Jul 4 : 4th of July

Jul 22-25 : Big Bang Conference, Detroit, MI

Aug 6 : 1st Day Office Open

Aug 5-6 : Admin Out-of-town training

Aug 7 : Registration 11-3:30pm

Aug 8 : Registration 4-8pm

Aug 13 : District PD & Building PD

Aug 14 : Building PD

Aug 15 & 16 : Teacher Work Days

Aug 19 : First day for students

Aug 19-23 1/2 Day Schedule (below)

Aug 26 : UHS & MS Open Houses 5-7

Aug 27 : HS Open House 5-7 pm

Sept 2 : No School - Labor Day

Sept 30 : No School - Comp Day

{for 8/26 & 8-27 - all cert}

Oct 15 & 17 : Progress Exhibitions

Oct 15 & 17 : Evening Progress Exhibitions & Open Houses 4-8pm

Oct 18 : No School - Teacher Work Day

Oct 25 : No School - Comp Day

{for 10/16 & 10/17 - all cert}

Nov 25-29 : No School - Thanksgiving Break

Dec 2-19 : Mid-year Exhibitions!

Dec 18 : Evening Exhibitions 4-8pm

Dec 19 : Evening Exhibitions 4-8pm

Dec 20 : No School - Teacher Work Day

Dec 23-Jan 3 : No School - Holiday Break

Jan 6 : No School - Teacher Work Day & Open House

Jan 7 : 1st Day back from Break!

Jan 20 : No School - MLKjr Day aka Human Rights Day

Feb 3 : Professional Development

Feb 17 : No School - Presidents' Day

Mar 18-19 : Progress Exhibitions

Mar 18 & 19 : Evening Progress Exhibitions & Open Houses 4-8pm

Mar 20 : No School - Comp Day

{for 12/18 & 12/19- all cert}

Mar 23-27 : No School - Spring Break

Apr 17 : No School - Comp Day

{for 3/18 & 3/19- all cert}

April 14 SAT

May 1 : No School - Comp Day

{for 5/13 & 5/14- all cert}

May 4-28 End of Year Exhibitions

May 13-14 : Evening Exhibitions & Open Houses 4-8pm

May 15 Last day for seniors

May 19 : Skyview HS Graduation

: Rehearsals for Grads/ Breakfast, etc

May 20 : Nampa HS Graduation

May 21 : UHS Graduation

May 22 : Columbia HS Graduation

May 25 : No School - Memorial Day

May 28 : Last Day of School

May 29 : No School - Teacher Work Day

# Nampa School District

## District Information – High Schools

### Section I General Information

#### **ID Card/Badges/ASB Cards/Activity Cards**

The Nampa School District No. 131 provides all high school students an ID badge. Students are required to wear their ID badge while on campus. Students who transfer to a campus other than their home school will be provided with a transfer badge they must wear while on the other campus. Badges must be on your person and visible at all times. If you don't have your ID badge at school, you must check in at the front office for a temporary badge. Students are not allowed to be in possession of anyone else's ID badge. The school provides each student with a free ID badge. Replacement badges or cards are \$5.

A new ID card is used each year of the student's high school career and serves three important purposes:

- **An Identification Card**, which students are to wear on their person while on campus. Students may be asked to show it to any school personnel upon request to help ensure the safety of our campuses.
- **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 optional Associated Student Body (ASB) indicator can be added to the ID card for an additional cost of \$35. All students participating in extra-curricular activities or sports will be required to purchase the ASB indicator.

#### **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. To maintain a clean, attractive campus, we ask that students eat and drink in designated areas only 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 **208-466-4181** or visit the 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 7:39 am to 2:39 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 the district.
- When transportation is not provided, school officials and/or coaches cannot help arrange or provide transportation.
- Students may ride home from an event with parents if permission is granted by the coach and administration has written permission from the parent.
- Some programs or activities warrant the use of private carriers or charter bus, 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 a la 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 online or 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 for student meals using [www.myschoolbucks.com](http://www.myschoolbucks.com). Students are asked to be courteous and not cut in line; and to bus their tables by throwing away their trash and returning trays to the proper place.

### **Communications**

We want to keep students and their families updated about academic progress as well as school events. Please notify the school when your contact information changes; contact the registrar. This includes your phone numbers, address, email and emergency contacts. We will use this information to communicate to you throughout the school year, especially 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 or found in Power School. Please make sure we have a current email address for your family. We also post information on our school’s website and encourage you to check it frequently.
- **Emergency Alerts** – These will be sent via email to parent/guardian and may include messages such as emergency closures and lockdown alerts. It is very important your contact information is up to date in Power School as that is where our communication system will retrieve contact information for sending these messages.
- **Social Media** – We also put some information on our Facebook, Twitter and Instagram accounts. Please see the opening pages of this handbook for those sites.
- **Grades and progress reports** – Hard copies will NOT be mailed home. You can access grades through PowerSchool.
- **Parent Teacher Conferences** – If a student is struggling in any courses, our teachers will make every effort to contact parent/guardian to schedule time for a conference.
- **Answering your questions** –Parent’s/guardian’s questions and concerns are important. We invite you to contact your child’s teacher, counselor or our school administration by note, phone message or e-mail. If it is a time-sensitive message, please call the school’s front desk and ask that the message be hand-delivered. 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, counselors 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 student 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. 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. We also ask that students’ attention not be distracted by text conversations while they are participating in learning activities.
- **Monitoring student progress, attendance** – We provide families access to student grades, attendance and other information through PowerSchool, an online web-based program. Please contact the school office to sign up for a password to access this program. PowerSchool allows you to sign up for daily or weekly 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 guests from outside may be excluded. 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 pre-approved form may attend.
- If guests are allowed, students must sign up guests in advance at the office and receive a guest pass. This requires a valid photo ID and a completed Dance Guest Form with parent signatures. 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. Alcohol is not allowed in the building or on school property, including parking lots. The Nampa Police Department will complete field sobriety tests if necessary.

- 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 the Driver's Education Program in the Nampa School District. More information about the Driver's Education Program is available at <https://www.phillipsdriving.org/>. 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 at least 90% attendance requirements 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 and 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. When students practice unsafe driving, community members notice and do not hesitate to notify the school. Not only are you risking your safety and that of our neighbors, it also damages your school's reputation.

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 in the vehicle where it can be seen. The car registration, proof of valid insurance 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 for parking infractions.

### **Food and Drink**

To keep our campus clean, students are asked to eat only in designated areas. Eating and drinking in a classroom may be authorized at the teacher's discretion.

### **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 for the following school year. The district will notify agencies of approvals by the end of February.

### **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.

### **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 signed by both the 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 ID badge. 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 they check 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 over-due 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 lost personal property. Students choosing to bring personal property to school do so at their own risk. Lockers

remain school property and may be inspected by the administrators as deemed necessary. This may occur randomly without permission.

### **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) or social media sites. If school is closed, the website 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 the student cumulative folder which pertains to them personally. A student's transcript record of grades, ACT, SAT and ISAT scores is kept by the registrar. An "official" transcript for colleges must be mailed 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. Students frequently request copies of their records many years after they have left school to assist them in documenting school attendance and eligibility for certain programs. The following information details parent and student rights with respect to student records.

### **Confidentiality of Student Records**

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

### **Student Records**

School student records are confidential, and information from them shall not be released other than as provided by law. Education records include information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. With the exception of a high school transcript, education records will only be kept for a period of six months after a student graduates, or two years after a student withdraws from the school district. Medicaid-related records will be kept for a period of five (5) years.

Education records include:

- Date and place of birth, parents and/or guardian addresses
- Transcripts, schools attended, and special education records
- Disciplinary records (severe disruptive behavior)
- Medical and health records collected and maintained by the school
- Personal information such as a student's identification number, social security number, and school pictures

### **Inspection of Records**

Federal and state laws grant certain rights to parents and students upon written request, including the right to inspect, copy, and challenge school records. The request will be granted within a reasonable time (not to exceed forty-five (45) calendar days). When an education record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the education record that pertains to other students. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

### **Disclosure of Education Records**

The district will disclose information from a student's education records only with the written consent of the parent/guardian or eligible student, with the exception that the district may disclose without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the education records. A school official is:

- A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health and medical staff.
- A person elected or appointed to the board of trustees.
- A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A person who is employed as a school resource officer.

A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, related to a student's education or the discipline of a student, providing a service or benefit relating to the student's family (such a health care, counseling, job placement, or financial aid) or maintaining the safety and security of the campus.

- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To officials of the U.S. Department of Education, the Comptroller General, the state and local educational authorities, in connection with audit or evaluations of state or federally supported education programs.
- In connection with a student's request of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities if specifically required by a state law.
- To organizations conducting studies for or on behalf of the district.
- To accrediting organizations to carry out their functions.
- To parents/guardians of an eligible student if the student is a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To individuals requesting directory information so designated by the district.

#### **Record of Requests**

The district will maintain a record of all requests for information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent/guardian or eligible student.

#### **Non-custodial Parent**

Access to education records and information pertaining to a minor child including, but not limited to, medical, dental, health, and school or educational records, shall not be denied to a parent because the parent is not the child's custodial parent. If the custodial parent requests in writing, the school district will remove information regarding the address of the minor child prior to providing the information to the non-custodial parent.

#### **Record Amendment**

If a parent or eligible student believes that the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student's right of privacy, the district may be asked to amend the record. The following procedure will be followed:

- Parents/guardians or the eligible student must ask the district in writing to amend an educational record. In doing so, they should identify the part of the education record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights.
- Within thirty (30) days of receiving a request to amend the record, the district shall decide whether to amend the record as requested.
- If the district determines that the information being contested is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the records and inform the parent or eligible student of the amendment in writing.
- If it is determined by the district not to amend the record as requested, it shall inform the parent or eligible student of its decision and the right to a hearing.
- The parent or eligible student, on request, has an opportunity for a hearing to challenge the contents of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading or in violation of the privacy rights of the student.



- The district shall hold the requested hearing within a reasonable time after it receives a request for the hearing. Notice of the date, time and place shall be given to the parent or eligible student within a reasonable amount of time prior to the hearing.
- The hearing may be conducted by an individual, including an employee of the district, who does not have a direct interest in the outcome of the hearing. The hearing shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
- The district shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
- If the district decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the district shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the district, or both.
- If such a statement is received by the district, it will remain as part of the record for as long as the student's record is maintained, and the statement will be disclosed whenever the district discloses the portion of the record to which the statement relates.

### **Directory Information**

Directory information is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This includes the student's name, parent or guardian name, district-issued email address and student identification number, age, grade level, dates of attendance, most recent school attended, GPA, participation in officially recognized activities and sports, honors and awards, weight and height of athletic team members, and photographs/video used by the district for student recognition and community relations. Sample uses of this released information could include:

- A playbill or concert program showing your student's role
- The annual yearbook
- Honor roll, or other recognition lists
- Scholastic competition winners
- Graduation or "stepping up" programs
- Sports activity sheets
- Course/Class Rosters

The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

Parents who do not want the Nampa School District to disclose any of the above-listed directory information about their child will have an opportunity to indicate that during annual enrollment. If you do not opt out, the district will assume you are giving permission.

### **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.

### **Media – Annual Notice**

Often local media representatives and district staff are in our schools or at school-sanctioned events to gather information, take photographs or record video for print, video or electronic use. If you object to having your student participate in media coverage, please request and complete the district's Opt Out Form. Excluding students from media, district or school coverage of public events with large groups of people such as assemblies, dances, games or activities such as field trips outside of school, 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**

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 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?

To request the qualifications of your child's teacher or instructional aide, please contact your school principal. If you would like more information about this, please call the district Federal Programs Administrator at 208-468-4600.

### **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 may not be allowed since this disrupts the educational process.**

## **Section II Academic Guidelines**

### **Advanced Placement Exams**

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

### **College Testing Information**

Idaho graduation requirements require high school students to take a college entrance exam such as the ACT or SAT as part of their graduation requirements. Please contact the counselors' office for more information about these exams.

### **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 office staff 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 early graduation requests 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:

- Authorization for withdrawal must be made by telephone or in person by the parent or guardian.
- Obtain appropriate forms from the school registrar's office.
- Return all school books, library books, technology devices and equipment. Make sure all fees and fines are paid.
- 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

If parents have questions regarding a student's grade, they should check Power School or contact the teacher involved.

### 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:

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

\*AP classes carry no additional weight towards GPA unless a student takes and passes the AP test with a 3 or better. The weight will be added after confirmation of the score. Because of timing of AP exams for seniors, information to apply a weight adjustment will not be available to be considered in class rankings or graduation GPA status.

### Graduation Requirements

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

Courses	Class of 2017 & Beyond
English	8
Math	6 (2 credits must be taken during senior year)
Speech or Debate	1
Science	6
US History	2
American Government	2
Social Studies	2
Economics	1

Health	1
Physical Education	1
Humanities	2
Technology	3
Electives	16
Senior Project	Yes
Pass Civics Test	Yes
Take ISAT Tests	Yes*
Take ACT or SAT exam	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 with 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 Executive Director of Secondary Education 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 208-468-4600.

## **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 the 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, using the Blackboard Parent Notification System. 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 or *no later than 24 hours after the absence*. 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 the Blackboard Parent Notification System. Please make sure the school has your most current phone number.
- Update information in PowerSchool, a web-based computer program that 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.

### 3. Monitoring Absences, Consequences & Possible Loss of Credit

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. 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.

- **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 hearings (L)** – as confirmed in documentation from attorneys, probation officers 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, pre-arranged 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.

- **In-School Suspension (I), Out-of-School Suspension (O)**
- **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 the absence is not Unverified or Truant.
- **Unverified Absences (A)** – are those absences that have not been excused by a parent/guardian within 24 hours or excused by school administration. Depending on the circumstances, the unverified absence may result in truancy (see #6 below).

## 5. Make-Up Work

It is the student’s responsibility to request work, and communicate with the teacher, to make up assessments or assignments after an absence.

## 6. Truancy

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 may 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 the county prosecuting attorney or making up lost time outside the regular school day. Students facing possible loss of credit may appeal. The student also may be recommended to the Nampa School District Board of Trustees for a formal expulsion hearing.

## 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,
- 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)

If a student obtains six (6) or more absences, they have the option to complete “time-for-time” in order to make-up lost class time. They also may petition for any 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. 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 parent/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. Credit Appeal Process**

An appeal process is available for students who are denied credit because of excessive absences or truancy. It's the student's responsibility to contact an administrator regarding appeals.

## **9. Open Period**

Parents may request 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 or her own transportation because he or she are 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 campuses, at onsite or offsite school events, in an online environment or with electronic devices. Students who choose to behave inappropriately face consequences. Behaviors listed below may result in police intervention. Inappropriate behaviors include, but are not limited to:

- Possession, distribution, and/or use of tobacco, alcoholic beverages, drugs, vape products 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 or material, which pose a threat or potential threat to students or staff;
- Threats of violence which may endanger school safety;
- Theft or possession of stolen property;
- Fighting, posturing, encouraging or instigating fights on school property or during school activities;
- 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 any apparel displaying or advertising alcohol, tobacco, drugs, profanity, pornography or gang affiliation;
- 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. A teacher will refer students to an administrator for continued "mischievous misbehavior" 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; distribution, possession and/or use of illegal drugs, alcohol or tobacco – any behavior that threatens the safety or welfare of anyone on campus and stops or inhibits the learning process.

The referral may be processed as follows:

#### **1. Mischievous Behavior**

- **1st Office Referral:** Conference, parent contact, 1 hour of After School Detention (ASD) or Lunch Detention (LD) or other appropriate consequences.
- **2nd Office Referral:** Conference, parent contact, one day of Out of School Suspension (OSS) or one day In School Suspension (ISS) 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 one day ISS or other appropriate consequences and possible alternative placement or referral to the School Board for expulsion. If fighting, drug related or verbal abuse of another person, immediate OSS in compliance with district policy. OSS will be a discretionary one (1) to five (5) days.
- **2nd Referral:** Conference, parent contact, two days of OSS or ISS or other appropriate consequences including possible alternative placement or referral to the School Board for expulsion. If fighting, drug related or verbal abuse of another person, immediate OSS in compliance with district policy. OSS will be discretionary, up to five (5) days.
- **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 and LD:** ASD and LD will be issued 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 or sleeping
  - ✓ No headphones or electronic devices
- **Suspension:** Students suspended from classes will be assigned either ISS or OSS out of school suspension. Suspended students are not allowed on school grounds for after school activities unless authorized by school administration.
- **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 is unwanted, aggressive behavior among children that



involves a real or perceived power imbalance. The behavior is repeated over time. Bullying behaviors include, but are not limited to:

- **Physical**
- **Verbal**
- **Emotional**
- **Cyber**

Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Any student 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.

#### **Confiscated Material**

Any weapons, drugs, vape, alcohol, gang, or pornographic material, including clothing depicting these things, that are confiscated will not be returned. Other confiscated items may be returned to a parent/guardian at administrative discretion. Items include, but are not limited to: clothing, cell phones, electronic devices, hats, etc.

**The school will not be responsible for replacing confiscated items that become lost or stolen.**

#### **Demeaning Language**

Any language – spoken or written – that demeans others will not be tolerated. Specifically, the use of racial slurs is prohibited, 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 the 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. Please check your school’s procedures regarding dress code.

Guidelines:

- No clothing, hats or equipment that promote drugs, alcohol, tobacco, violent acts, lewd or sexual themes or 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 midriffs; no tops with spaghetti straps.
- No undergarments should be visible.
- Shorts and skirts need to be an appropriate length (fingertip length).

- No clothing or accessories that are potentially dangerous (spikes, etc.).
- Tube tops, sheer fabrics and halter tops are not considered appropriate dress for school.
- 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 teachers to create a learning environment conducive to the achievement of educational excellence. Substance abuse prevention curriculum is offered in multiple ways in grades 6-12 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 parents 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 chemically 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, (section JFBC) 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.

### **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), Matt Crist, Interim Executive Director for Secondary Education [mcrist@nsd131.org](mailto:mcrist@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.

## **Fighting**

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

- **1st offense** - Up to five (5) day suspension and possible referral to the School Board for expulsion.
- **2nd offense** - In school or out of school suspension and possible referral to the School Board 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 may 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 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 other students 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.

## **Personal Electronic Devices**

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

## **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.

## **Racial/Ethnic/Sexual Harassment Policy**

State law and Nampa School District board policy prohibit any form of racial or ethnic harassment by any student or staff member which is meant to demean, degrade, embarrass or cause humiliation to any student or staff member.

Harassment is considered a severe violation, and any student found to be in violation of this policy might be suspended. Consequences for staff members are defined by existing board policy for similar offenses. It is the policy of the Nampa School District No. 131 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Nampa School District staff or student body to harass another staff member or student through conduct or communications of a sexual nature. Sexual harassment shall be defined as conduct involving any unwelcome sexual advances or request for sexual favors or comments of a sexual nature. No student or employee of the Nampa School District No. 131 shall, because of race, color, creed, national origin, sex, disability, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by or sanctioned by Nampa School District No. 131. Nampa School District No. 131 recognizes that different treatment on the basis of race is prohibited under Title 42, §2000d, United States Code, in all programs and activities provided by Nampa School District No. 131. Students and parents are encouraged to bring formal and informal concerns of race discrimination by District staff or student to appropriate personnel. These concerns should be made in writing. The administration is directed to establish rules and/or regulations to implement this policy, which shall include the name of an appropriate staff person, including title, office location and telephone number, who will be charged with the responsibility for resolving any complaints brought pursuant to this policy.

### **Search of Personal Items**

Searches may be conducted when a reasonable suspicion exists that a crime has been committed. Searches may include vehicles, lockers, students' clothing, book bags and bikes. 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 at their workstations 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 schools for the consequences for being tardy.

### **Theft**

Our high schools have a zero tolerance for theft. Individuals who are involved in theft will receive disciplinary 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 their agents 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.**

### **Uniform Grievance Policy**

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

**Level 1: Informal:** A student or parent with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

**Level 2: Principal:** If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance; and
2. The remedy requested.

It must be signed and dated by the student or parent. The Level 2 written grievance must be filed with the principal within 30 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy, or any law or administrative procedure not specified below, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent or his designee within 15 days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within 30 days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board for a hearing.

**Level 3: Superintendent:** Upon receipt of the request for review, the Superintendent or designee shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall decide the matter within ten days of the meeting and shall notify the parties in writing of the decision. If the Superintendent or designee agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent or designee rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent or designee.

If either party is not satisfied with the decision of the Superintendent or designee, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Superintendent's or designee's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent or designee to the Board bears the burden of proving a failure to follow Board policy.

**Level 4: The Board:** Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

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

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 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, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives or other chemicals. Wallet chains are allowed if they are less than 12" in length. Toys that appear to be weapons are considered to be weapons. Our high schools operate on zero tolerance for weapons at school. Consequences may include suspension from school, criminal charges, and expulsion from school by the Nampa Board of Trustees. A student who accidentally brings a weapon on campus and voluntarily surrenders it to school authorities may face lesser consequences.

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

#### **Emergency Information**

Emergency contact information must be provided prior to issuing the student a schedule. The school must have 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. School personnel trained in CPR and first aid, the school nurse and administrators will make the decision to contact paramedics to assist in assessment and onsite treatment. Parents may meet their student at the school or the hospital. 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 pay for medical expenses when students are injured at school. This is the responsibility of the parent/guardian.

### **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 must contact the school nurse to make arrangements. Asthma multi-dose inhalers and epipens may be carried by the student, with the written permission of student's physician, parent and with the knowledge of the school nurse.