

# Union High School



**FOXES**

# Family Handbook 2015-2016

## Union High School Handbook 2015 – 2016

506 Fletcher Dr.  
Nampa, ID 83686  
Telephone: (208) 498-0559  
Fax: (208) 468-2832  
Attendance Office: (208) 498-0559  
Web Site: [www.nsd131.org](http://www.nsd131.org)  
Carleen Schnitker, Principal  
Vice Principal  
Jessica McCarty, Counselor  
Xantie Roeder, Office Manager  
Angie Hukill, Registrar  
Isabel Cervantes, Attendance

### **OFFICE HOURS**

8:00 a.m. to 3:30 p.m. - School Days  
Varies on Teacher Work Days  
9 a.m. – 2 p.m. – Summer (*see calendar*)



## 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!

<b>SCHOOL MASCOT:</b>	Fox
<b>SCHOOL COLORS:</b>	Purple , Silver, and Black
<b>SCHOOL GRADE LEVELS:</b>	9, 10, 11, 12
<b>STUDENT POPULATION:</b>	200

---

### Advisory/Workshop Schedule

#### Monday & Friday

<i>Daycares Open</i>	<i>7:45am-8:00am</i>	<i>15 min</i>
<i>Level Collaboration</i>	<i>8:00 am to 9:00 am</i>	<i>60 min</i>
<b>Advisory Check-in</b>	<b>9:00am-9:30</b>	30 min.
<b>Advisory</b>	<b>9:30am-10:30am</b>	60 min.
<i>Workshop</i>	<i>10:30am-11:30am</i>	60 min.
<i>Lunch</i>	<i>11:30am-12:15pm</i>	45 min
<b>Advisory</b>	<b>12:15pm-1:00pm</b>	45 min
<i>Workshop</i>	<i>1:00pm-2:00pm</i>	60 min.
<b>Advisory</b>	<b>2:00pm-3:15pm</b>	75 min.

#### Wednesday

<i>Daycares Open</i>	<i>7:45am-8:00am</i>	<i>15 min</i>
<i>Level Collaboration</i>	<i>8:00am-9:00am</i>	<i>60 min</i>
<b>Advisory Check-in</b>	<b>9:00am-9:30am</b>	30 min
<b>Advisory</b>	<b>9:30am-10:30am</b>	60 min
<i>Workshop/Baby &amp; Me</i>	<i>10:30am-11:30am</i>	60 min
<i>Lunch</i>	<i>11:30am-12:15pm</i>	45 min
<b>Advisory</b>	<b>12:15pm-1:45pm</b>	85 min.
<i>Staff PLC</i>	<i>2:00pm to 3:00pm</i>	60 min.

### Learning through Internships

#### Tuesday & Thursday

<i>Daycares Open</i>	<i>7:45am-8:00am</i>	<i>15 min</i>
<b>Student Internships</b>	<b>9:00am-11:30am</b>	150 min.
<i>Lunch</i>	<i>11:30am-12:00pm</i>	30 min
<b>Student Internships</b>	<b>12:00pm-2:30pm</b>	150 min.
<i>Staff Mtgs.</i>	<i>2:30pm-3:30pm</i>	60 mins.

**Nampa School District Mission Statement:**

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

**Nampa School District Vision Statement:**

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

**Union High School Belief Statements:****We Believe...**

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

**Clubs and Organizations:**

Spanish Club  
Student Leadership

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

**Table of Contents**

	<u>Page(s)</u>
School Demographics .....	1 - 4
General Information .....	5 - 7
Events Calendar .....	7
School Year Calendar .....	8
District Policies.....	9 - 28

**School Telephone Numbers**

<b>Union High School .....</b>	<b>498-0559</b>
<b>Fax .....</b>	<b>465-6767</b>
Columbia High School.....	498-0571
Nampa High School.....	498-0551
Skyview High School.....	498-0561
Gateways .....	498-0557
East Valley Middle School.....	468-4760
Lone Star Middle School.....	468-4745
South Middle School.....	468-4740
West Middle School .....	468-4750
Centennial Elementary .....	468-4627
Central Elementary .....	468-4611
Endeavor Elementary.....	468-4629
Franklin D. Roosevelt Elementary...	468-4620
Green Hurst Elementary.....	468-4612
Iowa Elementary.....	468-4621
Lake Ridge Elementary.....	468-4626
Nampa Early Childhood .....	465-2728
New Horizons Dual Language .....	468-4623
Owyhee Elementary .....	468-4616
Park Ridge Elementary .....	468-4622
Ronald Reagan Elementary .....	468-4619
Sherman Elementary.....	468-4628
Snake River Elementary .....	468-4614
Sunny Ridge Elementary .....	468-4613
Willow Creek Elementary.....	468-4617
<b>District Office .....</b>	<b>468-4600</b>
Nutrition/Food Service .....	468-4607
Brown Bus Company .....	466-4181
Centennial Job Corps.....	442-4500

## Union High School Site Specific Policies

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.

### **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 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 UA (Urine Analysis) test, and 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.

### **Dress Code**

Students are expected to dress appropriate to the dress requirements of their internship. Every student is held to the expectation that they are preparing themselves to become professionals in the real world.

Union High enforces the Nampa School District dress code policy. Any glorification of drugs, alcohol, sex, or gangs by students will be dealt with by school administration.

### **Attendance**

Students need to understand the importance of attending school and the relation to work. Every member of Union High School is expected to be in attendance and on time for work, if anyone is unable to make it on time or in for the day, then the person is responsible for communicating to the school or internship site.

### **Electronic Devices**

NO cell phone or other wireless device shall be used during class time. All students are expected to use their cell phones in a professional manner. Cell phones must be in the off or silent position. Any disruption of class by a phone or other electronic device will result in a discussion with student and teacher/administrator. We urge students to leave all electronic devices at home. Union High School or its agents are not responsible for misplaced or stolen electronic devices.

### **Academic Eligibility Expectation:**

Students are required to be an active participant in Advisory classes and complete necessary internship hours. Every student will need to complete the expected number of exhibitions for each grade level. Any student who does not full fill these expectations may be denied enrollment into Union High. UHS students can participate in their home high school athletics in the Nampa School District, IF they meet the academic eligibility, have no discipline referrals, and receive the approval of both RHS and home high school administration.

## DISTRICT POLICIES FOR NAMPA SCHOOL DISTRICT HIGH SCHOOLS 2014-15

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

### Section I - General Information

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

### Section II - Academic Guidelines

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

### Section III – Attendance

- Absences
  1. Parent reporting absences to school
  2. School reporting absences/truancy to parents
  3. Monitoring Absences, Consequences & Possible Loss of Credit
  4. Codes for Absences
  5. Make-Up Work
  6. Truant
  7. Excessive or Chronic Absences
  8. Denial of credit appeals process
- Campus access
  1. Closed Campus/Open Period

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

- Behavior Expectations
- Discipline Process & Administration Referral
  - Mischievous Behavior



O Severe Behavior

O Consequences

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

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

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

## **Section I General Information**

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

The Nampa School District No. 131 provides all high school students a free ASB ID card to ensure they can participate in school activities and events without a financial burden. The first card is free. Replacement cards are \$5. The ASB card is used throughout a student's high school career and serves four important purposes:

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

### **Buildings & Grounds**

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

### **Bus Service/Transportation**

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

Students residing in Nampa School District No. 131 who live more than 1.5 miles from school or in a safety busing zone are eligible for transportation to and from school. Please contact Brown Bus Co. at **466-4181** or visit its website <http://www.brownbuscompany.com/> for bus stop locations and bus numbers. Students using open enrollment are not eligible

for bus transportation. During the school day, our district provides shuttle service among the high schools for students to access classes and programs.

## 2. Activity Transportation & Travel Requirements

The following rules apply to extra-curricular trips:

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

## Cafeteria

The cafeteria provides breakfast, lunch, and other Ala Carte items for the convenience of students.

Breakfast is free. Meal prices are available on our website or from the cafeteria. Applications for free or reduced price lunch may be obtained from either the kitchen or the administration office. ASB cards are used as a debit card to pay for meals. Parents are encouraged to pre-pay meals for the students using [www.mynutrikids.com](http://www.mynutrikids.com). Students are asked to be courteous and not cut in line; return trays and trash to the proper place.

## Communications

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

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

- **News** – We produce daily announcements that are shared with students and may be emailed to parents. Please make sure we have a current email address for your family. As funds allow, we may also mail home newsletters. We also post information on our school's website and encourage you to check it frequently.
- **Grades and progress reports** – These reports are sent home with students. Information also is available through PowerSchool. For specific dates, please check our schedule for the year.
- **Answering your questions** – Your questions and concerns are important. We invite you to contact your child's teacher or our school administration by note, phone message, or by e-mail. E-mail is the fastest way to reach a teacher or administrator. If you need an email address please visit our website, use PowerSchool, or call the office. We also welcome face-to-face discussions; however, we ask that you make an appointment prior to visiting because administrators and teachers are working with students during the school day.
- **Delivering messages and special items** – Our goal is to provide uninterrupted learning time for your child, because of this we will only pull a child from a classroom for emergency phone messages. We know that occasionally a non-emergency message is necessary; we ask that you contact us no later than 30 minutes prior to the end of school. This provides time to locate your student. Balloons, flowers, and other special deliveries are kept in the office until the end of the day. The recipients will be notified during their last period class.
- **Monitoring student progress, attendance** – We provide families 24/7 access to student grades, attendance, and other information through PowerSchool, an online web-based program. Please check at the school's main office to sign up for a password to access this program. PowerSchool allows you to sign up for daily, weekly, etc. email reports on students.

## Dances

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

- Students are required to show their school ID card for admittance to all dances.

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

### **Driver's Education Classes**

Students must be 14½ years old to be eligible for the Driver's Education Program in the Nampa School District. More information about the Driver's Education Program is available on the district website at [www.nsd131.org](http://www.nsd131.org) under the Parent/Student Resources link.

Attending school is essential to earning and keeping a driver's license. Idaho law sets specific requirements. Students must have a Verification of Compliance form signed by the school stating that they have met 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/Parking**

Students are welcome to drive to school and park in designated areas as long as they are careful of the health, safety, and welfare of their fellow students, faculty and staff, and of the general community. Parking privileges may be revoked if students in any way endanger others. Police citations will be issued for violation of public law.

Students who want to park their cars in the designated school parking areas must obtain a parking permit from the attendance office and display the parking permit from their rearview mirror. The car registration and a driver's license are required to obtain a parking permit. Parking in unauthorized locations on school property is not permitted, and vehicles may be towed, or driving privileges may be revoked.

### **Food/Drink**

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

### **Foreign Exchange Students**

Foreign Exchange students are welcome at our school. Because of enrollment conditions, a limited number of foreign exchange students are accepted. Students are accepted in compliance with federal and state regulations, and only from approved exchange student programs. They may attend school and participate in school-sponsored activities. If they are seniors, they may participate in the graduation ceremonies and receive a certificate of attendance, but they are not eligible to receive a diploma from our school.

Agencies may make application to have students placed in our schools at the Nampa School District office, 619 S. Canyon St., Nampa by the last business day in January. The district will notify agencies of approvals by the end of February.

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

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

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

The library/media center is open daily when school is in session. To ensure an environment conducive to studying and reading, visitors are asked to speak quietly. To check out textbooks and library books, a student needs his or her ASB card. Access to the library during class time and lunch time requires a pass. Textbooks and library books are distributed to each student through the

library/media center and/or at the discretion of the teacher. Each student is responsible for the books checked out to him/her. 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 personal property lost for any reason. Students choosing to bring personal property to school do so at their own risk. Lockers may be inspected by the administrators as deemed necessary and this may occur randomly without permission from the student.

### **Severe Weather Closure**

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

### **Student Records & Transcripts**

Any student (18 years or older), parent, or legal guardian may have access to records (cumulative folders) which pertain to them personally. A student's transcript (record of grades) is kept by the registrar. It also contains ACT, SAT, and ISAT scores. It is available for employment purposes and college admissions. An "official" transcript, for colleges, must be 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.

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

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

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to law, file with the 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
- e. Obtain a copy of the district policy with regard to student education records.

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

Directory Information means personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released such as: student's name, address, telephone listing, date and place of birth, classroom teacher, officially recognized activities and sports participated in, weight and height [if on athletic team], dates of attendance, awards received and the previous school or program attended, photos, school newspaper, including yearbook and such categories of information as the superintendent shall designate.

Directory Information shall be released only with administrative direction. Information will not be given over the telephone except in health and safety emergencies. Parents will be notified annually through the distribution of this handbook about this

information and how to limit the release of this information. The parent/student will be given the opportunity to limit the release of directory information by requesting and completing an Opt out Form. The form is due by the first Tuesday in September.

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

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

#### **Media & district, school & other print, video, & electronic publications – Annual Notice**

Often local media (newspapers, radio, and television outlets) and school and district staff are in our schools or at school-sanctioned events to gather information, take photographs, record video of our staff and students for print, video, or electronic publications. If you object to having your student participate in media coverage, please indicate request and complete the district's Opt out Form. The form is due by the first Tuesday in September. Excluding students from media, district, or school coverage of public events with large groups of people such as assemblies, dance, games, or activities such as field trips outside of school, etc. is not possible. Please talk with your student about your preferences should they be approached by the news media to be interviewed, photographed, or video taped.

#### **Emancipated Students**

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

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

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

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

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

#### **Visitors**

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

## **Section II Academic Guidelines**

#### **Advanced Placement Exams**

Students taking Advanced Placement (AP) courses may take an Advanced Placement (AP) examination in May for a fee. Based on a student's score, college credit may be awarded by the college. Exams are offered in a variety of subjects. Students interested

in taking an AP exam should see their guidance counselor/teacher in February. Our current AP classes are published in the registration guide and subject to change based on enrollment.

### **College Testing Information**

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

### **Commencement/Graduation Exercises**

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

### **Early Graduation**

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

### **Enrollment & Withdrawal Procedures**

**1. Credit Transfer** - Credits are accepted from any accredited high school upon receipt of an official transcript. A maximum of four (4) correspondence credits may be transferred. The counselor must approve all correspondence course work or alternate formats of attaining course credit before starting the course or credit may be denied.

**2. Late Enrollment** - A student who enrolls after the third week of a semester and who has not regularly attended a secondary school during that same semester shall meet with an administrator, registrar, and counselor prior to enrollment to determine the credits that may be earned during the remainder of the semester, schedule of classes, and time of school day.

**3. Withdrawal** - The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made by telephone or in person by the parent or guardian.
2. Obtain appropriate forms from the school registrar's office.
3. Return all school books and library books. Make sure all fees and fines are paid.
4. Take all completed forms to the main office for final clearance.

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

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

### **Grade Reporting**

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

### **Grade Point Average**

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

The point system is as follows:

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

\*Advanced Placement (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 2013 & BEYOND
English	8
Math	6 (2 credits must be taken during senior year)
Speech/Debate	1
Science	6
US History	4
US Government	2
Economics	1
Health	1
Physical Education	1
Humanities	2
Technology	3
Electives	16
Senior Project	Yes (all schools)
Pass ISAT Tests	Yes*
Take ACT, SAT or COMPASS exams during junior year	Yes
<b>TOTAL</b>	<b>51</b>

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

#### **Honor Roll**

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

#### **Section 504 Notice**

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) prohibits discrimination against students and staff members with disabilities. The Nampa School District has developed policies and procedures that ensure compliance with Section 504 and ADA. Included in the regulations is the requirement that students with disabilities be provided a free, appropriate public education. These regulations encompass identification, evaluation, the provision of appropriate services, and procedural safeguards. Parents are entitled to have the opportunity to review relevant educational records under the Family Education rights and Privacy Act (FERPA). The superintendent's designee is the 504 and ADA Compliance Officer for the Nampa School District. Anyone wishing to review the District's 504 policies, including grievance procedures, may contact the Nampa School District Office at 619 S. Canyon St. in Nampa, or call 468-4600.

#### **Section III Attendance**

Most of our students attend school regularly and are seldom absent without reason. Some students, however, because of life's events, family situations or personal choice struggle to attend every day. If students do not attend regularly, they are at risk of falling behind and dropping out. Students who are frequently absent or tardy disrupt classroom instruction and our campus climate. Attendance also impacts our school's ability to provide a comprehensive education program as we receive less state funding when students do not attend regularly.

Our school staff, parents, and students share a common goal of ensuring that students are successful and because of this, we carefully monitor attendance to identify students who may be having difficulty. We also invite parents to contact us when they believe their student is missing classes or school without excuse. When a student is identified as having difficulty, we will work with parents and the student to identify strategies to improve attendance and determine whether consequences are needed.

We appreciate the value families place in ensuring that students attend school every day and the measures they take such as scheduling medical appointments, activities, and events outside the regular school day. To aid our efforts to monitor attendance and identify students who struggle, our school has established rules and procedures listed in this section.

### **Absences**

Students are expected to attend school every day. Our school is concerned when a student does not show up for a class or the entire day. We know parents also are concerned and want to be informed quickly when a student is absent without permission or is truant.

To ensure that our school and parents know when a student is absent or truant as soon as possible, we ask that parents report absences to school within a day. Our school, in turn, will report to parents when a student has missed a class or school on the day of the absence.

To ensure parents are notified quickly when a student is absent and to ensure the school knows when a student is absent with or without excuse, our school has established the following procedures.

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

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

- CHS 498-0572
- NHS 498-0552
- SHS 498-0562
- RHS 498-0559

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

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

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

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

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

- Call parents from 5:30 to 9:30 p.m. that day using an automated calling system. Please make sure, the school has your most current 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 the next day, 7:30 a.m. until 3 p.m.

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

- **Student participation in school-sponsored activities (S)** - such as field trips, athletic contests as members of their school teams, standardized tests, or other accountable school-sponsored activities or settings such as with a counselor, nurse, administrator, etc.
- **Illness (V)** – when a student is ill and is excused by a parent. If a student is frequently absent citing illness, a conference with school administration may be necessary for parents to work with staff to identify strategies to improve attendance and support health needs.
- **Medical (M)** – such as extended confinement either at home or in a hospital which is confirmed in writing by a health care professional, including the school nurse. Also, health care appointments confirmed with documentation by doctors, optometrists, dentists, orthodontists, psychiatrists, or other health care professionals when such appointments cannot be scheduled outside of school hours.
- **Legal appointments or court hearing (L)** – as confirmed in documentation from attorneys, probation officers, and/or subpoena.
- **Death in the family/bereavement (B)** – documentation may be required.
- **Religious observation (R)** – when participation is required and can be verified by an appropriate church official or document.
- **Administratively approved, 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.
- **Suspension consequences for In-School Suspension (I), Out-of-School Suspension (O), Alpha One**
- **Suspension School (H), or TASK (X)** - Administrators have the discretion for make-up work.
- **Parent Excused (P)** – absences are those which do not meet any definitions or criteria listed above.
- Parents may call and provide another reason for their student's absence so that at least the absence is not unverified or Truant.
- **Unverified Absences (A)** – are those absences that have not been called in and excused by a parent/guardian within 24 hours or excused by the school. Depending on the circumstances, the unverified absence may result in Truancy (see below).

#### 5. Make-Up Work

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

#### 6. Truant

A truancy is defined as a student who is absent from class or school *without* school or parent permission. Our school views truancy as a serious concern and administrators will work with students and parents to change the behavior. The following steps will take place when students are truant:

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

- OSS, attendance contract, serving time in detention, notification to parent regarding possible suspension of driving privileges of student (as per Idaho Code 94-303A); possible loss of credit, referral to an attendance court, making up lost time outside the regular school day, or reduction in grade. Students facing possible loss of credit may appeal. Student also may be recommended to the Nampa School District Board of Trustees for a formal expulsions 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,

2011-12 – Rev. April 2011

15

- making up lost time outside the regular school day,
- Reduction in grade, or
- Other action determined by the school administrator or designee based on the individual’s situation And need.

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

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

The student will be notified after his or her fifth (5th) absence that he or she faces consequences for Excessive absences and is in danger of losing credit. If a student obtains six (6) or more absences, they Have the option to complete “time-for-time” in order to make-up lost class time. They also may petition For the lost credit.

Students who continue to miss school jeopardize their success in school and also impact other students. When students are enrolled in school, they are assured a space in their classes as well as resources such As textbooks, instructional materials, and other necessary material. If the student doesn’t attend those Resources are not used effectively, because of this we’ve identified a process to handle chronically absent And/or habitually truant students.

Students who do not improve their attendance and continue to miss school may be identified as Chronically absent and/or habitually truant. School administrators or their designee will contact parents to Schedule a conference to identify strategies to avoid the student being dropped from school rolls. After Two unsuccessful attempts at contacting parents, a student will be counted as a drop out. The student will Be dropped from the rolls if he or she is absent for ten (10) consecutive school days without notification From the guardian or has been identified as habitually truant. If the student returns to school, he or she May be re-enrolled. Students served by homebound tutors will not be included in this procedure.

## **8. Denial of credit appeals process**

An appeals process is available for students who are denied credit because of excessive absences or Truancy. At six (6) absences – Unverified, Parent excused, or Truant – the credit denial is assigned and the Student may file a petition during the Petition Process at the end of the semester.

Petition forms will be made available during the last two weeks of the semester. Students will use the Form to explain the reasons for the absences, how attendance or behavior has changed, actions taken, And why credit should be granted.

A credit petition committee consisting of a building level administrator, a counselor, attendance officer, Dean and teachers will review the application and make a decision. If credit is denied, the student may ask The committee for a face-to-face hearing to appeal the denial. All decisions of the committee are final.

### **Campus access**

#### **1. 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 2012-13 – Rev. April 2012

16

During the school day. 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.

## **2. Open Period**

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

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

### **Behavior Expectations**

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

Our students

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

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

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

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

When a student misbehaves, the teacher will deal with the student through assertive discipline, posted class rules, and fair enforcement. If the student does not comply, the teacher will contact the student's parents to enlist parent/guardian support. If disruptive behavior continues, the student will be referred to the administration. 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, possession and/or use of illegal drugs, alcohol, tobacco – any behavior that threatens the safety or welfare of anyone on campus and stops or inhibits the learning process.

The referral will be processed as follows:

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

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

#### **2. Severe Behavior**

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

#### **3. Consequences**

- **ASD (After School Detention) and LD (Lunch Detention):** ASD and LD as determined by the administration. Students must be on time, prepared with reading or study materials enough to occupy the detention time. Rules include:
  - No talking
  - No heads down/sleeping
  - No headphones or electronic devices
- **Suspension:** Suspension will be held at Alpha One or other arrangements determined by the administration. Students must attend the out of school suspension (OSS) placement at Alpha One for any suspension one day or more. Students **MUST** be on time and prepared with reading or study materials enough to occupy the entire detention period. Rules include:
  - No talking
  - No heads down/sleeping
  - No headphones or electronic devices
- **Detention Follow-Up:** After-School Detention and Lunch Detention are to be a silent study period that enhances the educational opportunities for students as well as accentuating the positive influence of discipline. If a student chooses to miss an assigned detention, the assigned detention time may be replaced by one day of suspension or other administrative action. Parents will be notified whenever assigned detention time is missed.

### **Bullying**

Our school is committed to providing a safe learning environment for students. This includes identifying and taking steps to prevent bullying among our students. Bullying occurs when a child is exposed, repeatedly and over time, to negative actions on

the part of one or more children. Bullies want the victims to feel: hurt, sad, mad, scared, or embarrassed. Bullying behaviors include, but are not limited to:

- **Physical:** kicking, shoving, hair pulling, hitting, slapping, biting, tripping, stealing, spitting, or damaging people's possessions;
- **Verbal:** name calling, taunting, put downs, teasing, threats, rumors, sarcasm, gossiping, ethnic slurs, or betraying a confidence;
- **Emotional:** mocking, laughing, imitating, rejecting, humiliation, excluding, social isolation, writing notes, emails, text messages, dirty looks, or hand signs.
- **Cyber:** tormenting, threatening, harassing, humiliating, or embarrassing by using the Internet, interactive and digital technologies or other electronic devices or computers at school.

#### **Confiscated Material**

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

#### **Demeaning Language**

Any language – spoken or written – that demeans others will not be tolerated. Specifically, the use of racial slurs such as “beanery,” “cracker,” “nigger,” “spic,” etc. is prohibited and considered a severe misbehavior and will result in suspension from school. Other demeaning and/or profane language will be similarly treated.

#### **Discrimination**

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

#### **Dress Code**

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

- Please check your school's policy about wearing hats or apparel that covers the head.
- No clothing or equipment that promotes drugs, alcohol, tobacco, violent acts, lewd or sexual themes, which are offensive, degrading, or demeaning. Such clothing may be confiscated.
- No gang or hate group attire (hats, bandanas, rags, colors, shoelaces, sags, chains - except one wallet chain of 12" or less) and any other clothing that is deemed gang related by the School Resource Officer or school administrator.
- No articles of clothing that display bare backs or bare midriffs/no spaghetti straps. No undergarments should be visible.
- Shorts and skirts need to be an appropriate length (fingertip length).
- No clothing or accessories that can be potentially dangerous (spikes, etc.).
- Tube tops, bare midriffs, spaghetti straps, sheer (see through) shirts 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 the teacher to create a learning environment conducive to the achievement of educational excellence.

The District provides comprehensive drug-free curriculum in grades K-12 for all students. Student assistance and support services are provided to students in need. District personnel will refer families and students at the parent's expense to appropriate treatment agencies. If either the parent or the students do not wish to cooperate with the recommendations of the school, the student's status in school will be re-evaluated. The Nampa School District recognizes the responsibility to protect the right of all students to a quality education in a 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.

### **Electronic Devices**

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

### **Fighting**

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

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

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

### **Gangs & Hate Groups**

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

- The congregation of members that block building entrances, hallways, or otherwise disrupts campus;
- The solicitation or recruitment of members;
- The possession of group paraphernalia and materials;
- The intimidation of others;
- The advocacy of discrimination; and
- Any other behavior, (such as wearing clothing with gang colors or insignia, or the use of language, codes, or gestures) that provokes violence or seeks to advocate the purpose and objectives of such groups. Disciplinary actions may include suspension, expulsion, and/or police involvement.

### **Hall Conduct & Passes**

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

### **Hazing**

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

### **Plagiarism**

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

**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.

**Procedures to Handle Complaints of Discrimination:**

Any student, employee, parent or guardian complaining of discrimination, for any reason from one of the federally protected groups (race, color, creed, national origin, sex, disability, or religion), may report that complaint to the student's Building Administrator or Deputy Superintendent, within sixty (60) days of the alleged incident. The Building Administrator or Deputy Superintendent should attempt to resolve the issues set forth in the complaint, within no more than thirty (30) days from receiving the complaint. In the event the Building Administrator or Deputy Superintendent is unable to resolve the complaint of discrimination to the satisfaction of the complaining party, the complaining party will be referred to the Deputy Superintendent within five (5) days for further action. Under the direction of the superintendent's designee a thorough investigation will be made with an attempt to ascertain all relevant facts.

At the conclusion of the investigation, within no more than ninety (90) days from the previous step, the superintendent's designee will meet with the complaining party and will review the results of the investigation. In the event the superintendent's designee makes a finding of discrimination, the superintendent's designee has full authority to implement all required procedures to rectify that complaint of discrimination.

**Procedures to Handle Sexual Harassment and/or all Other Types of Harassment:**

A student may choose to report the complaint of harassment to any teacher or school counselor. The teacher or school counselor will forward the complaint immediately to the Building Administrator. If the student chooses not to report the complaint to a teacher or counselor, the student should report the complaint to the Building Administrator. In the event an allegation of harassment involves the Building Administrator, and if the student has not chosen to report the complaint to any other teacher or counselor, the student may report the complaint to the Superintendent of the School District, or his/her designee.

A student should be made aware that in reporting such complaints of harassment, while it is the intent to maintain discretion and confidentiality, that in certain instances or circumstances, Nampa School District No. 131 is required by law to report the incident either to Idaho Department of Health & Welfare, law enforcement agencies or other persons.

All reports of harassment should be reduced to writing by either the student or the person receiving the complaint, and then signed by the student. Students must report any incidents within thirty (30) days so that a rapid response and appropriate action may be taken. Due to the sensitivity of these complaints, no specific timeframe is instituted for reporting sexual harassment and a late reporting of any harassment will not in and of itself preclude any remedial action.

It is expected that any investigation will be thorough, with an attempt to ascertain all relevant facts. The person conducting the investigation, at his or her discretion, may interview the student, the student who is accused of harassing, other students and/or employees who may have knowledge of the incident. All interviews should be documented as thoroughly as possible.

At the conclusion of the investigation, the person conducting the investigation will make a report of the findings and recommended actions to the Building Administrator, who in turn will forward those recommendations to the Deputy Superintendent. Students determined to have improperly harassed another student and or teacher, or a teacher harassing a student will be subject to disciplinary procedures in accordance with the discipline policy and procedures of Nampa School District No. 131.

If an investigation determines that no harassment occurred, and that a student falsely accused another of such harassment, either knowingly and/or maliciously, that student may be subject to discipline under Nampa School District's policy and procedures for discipline.

#### **Search and Seizure**

Search and seizure may be conducted when reasonable suspicion exists that a crime has been committed.

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

#### **Tardy**

Students are tardy if they are not 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 school's for the consequences for being tardy.

#### **Theft**

Our high schools have a zero tolerance for theft. Individuals who are involved in theft will receive school

Consequences and police involvement as warranted. **We urge students to leave their valuables home.**

Carry only the amount of money needed for the day and always keep gym and hallway lockers locked. Our schools or its agent cannot be held responsible for lost or stolen items. Do not share locker combinations with anyone.

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

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

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

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon of any kind. Any object which could be used to injure another person will be considered a weapon. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, air-propelled guns, lead pipes, chains (wallet chains must not exceed 12" in length), chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, or other chemicals. Toys that appear to be weapons are considered to be weapons.

Our high schools operate on zero tolerance for weapons at school. A student who brings a weapon must give it to school authorities. Consequences may include suspension from school, criminal charges, and expulsion from school by the Nampa Board of Trustees.

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

#### **Emergency Information Form**

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

#### **Emergency & medical treatment**

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



**Immunization**

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

**Insurance**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent/guardian. Inexpensive student medical insurance is available for individual purchase. Brochures outlining the coverage and premiums are available at the school office.

**Medication**

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

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

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