



CALDWELL HIGH SCHOOL

STUDENT HANDBOOK 2017 – 2018

By attending Caldwell High School, you are agreeing to the policies stated in this handbook and will be held accountable for any policies that are violated.

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PRINCIPAL'S MESSAGE

Dear Parents and Students:

It is with great pride and pleasure that I welcome you to Caldwell High School for the 2017-2018 school year! My goal for the students of Caldwell High School is to have students prepared for a successful life after graduation. We promise you will be challenged with relevant and rigorous course work that inspires you to achieve at a high level. You will have an excellent academic experience at Caldwell High and be prepared to achieve your post high school goals, whatever they may be.

Caldwell High School is staffed by highly qualified and competent teachers and staff. They are here to assure you have every opportunity to achieve the success you desire. Teachers offer a diverse array of courses that are sure to inspire you to pursue your academic passions.

Caldwell High School has a long and distinguished tradition of success in our extra and co-curricular activities. I hope you will choose to become involved in school outside of the academic day through one of the wide variety of clubs and activities.

The Caldwell High School community abides by the Cougar Ethos that is: Respect, Success, Responsibility, Leadership, and Celebration. We ask all faculty, staff, and students to employ this code in their everyday life at Caldwell High.

We know the years you spend in high school will set the foundation for your life. We encourage both you and your parents to stay actively involved in your education and make your experience at CHS one to remember. Have a great year and go Cougs!

Sincerely,
Anita Wilson
CHS Principal

CHS ADMINISTRATION

Anita WilsonPrincipal
Tyler Harding..... Vice Principal
Debbie Dawson..... Vice Principal
Steven Escobedo.....Dean of Students
Josh Hegstad Athletic Director
Cherie StaplesCounselor
Leah Morono.....Counselor
Brooke Winston.....Counselor

All faculty, administration, and other school employees can be contacted by phone or e-mail. The phone number is 208-455-3304. If you have access to e-mail please see the district or school website for an e-mail list.

Main CHS phone number: 208-455-3304
Attendance:..... ext. 2112
Spanish attendance:..... ext. 2108
Nurse: ext. 2116
Athletic Director:..... ext. 2169
Registrar: ext. 2115

Office hours are 7am-4pm.
Voice mail is available 24 hours. Please allow 24-48 hours for voicemail messages to be returned. We will return messages as soon as possible.

STUDENT IDs

All students at Caldwell High School will be issued a photo ID card at registration. This card will serve as a hall pass, library card, lunch card, and activity pass. **Students will be required to display the ID card, on their person, throughout the school day. The ID card shall not be defaced or written on in any manner.** Any defaced or damaged ID card will be confiscated and students will be required to purchase a new one at the expense of the parent/guardian. Students may not be in possession of any ID not belonging to them.

THE COUGAR ETHOS

The Cougar Ethos denotes who we are as a community at Caldwell High School.

1. **Respect:** I respect myself and all others.
2. **Success:** I will be prepared to succeed every day and demonstrate a positive attitude.
3. **Responsibility:** I will take responsibility for myself and my actions.
4. **Leadership:** I will be a leader in the classroom, extracurricular activities, and in the community of Caldwell.
5. **Celebration:** I will celebrate our success and embrace our diversity.

CALDWELL HIGH SCHOOL FIGHT SONG

Fight for the fame of our Caldwell High
Now and forever don't let her die!
To her spirit er' be true-
Fight for her colors GOLD AND BLUE!
Teamwork's the password for every game;
Fight fair and square and honor her name!
CHS depends on you, so onward to VICTORY!

CALDWELL SCHOOL DISTRICT MISSION & VISION STATEMENT:

Our Mission:

The Caldwell School District provides supportive and rigorous learning experiences that develop the skills and talents of all students.

Our Vision:

Through a supportive and committed school community that inspires excellence, all students graduate prepared to pursue their career choice and become an engaged member of their community.

Our Values:

We Believe...

- ✓ High Expectations
 - ✓ Integrity
 - ✓ Shared Accountability and Responsibility
- Assure SUCCESS!

CALDWELL HIGH SCHOOL MISSION & VISION STATEMENT:

Our Mission:

Our mission is to prepare students with the skills and knowledge that will enable them to be engaged citizens of the community, to pursue their desired career paths, and to maintain a lifetime love of learning.

Our Vision:

The Caldwell High graduate will:

- *Have the skills and knowledge to successfully transition to their post high school choice
- *Be engaged members of their community demonstrating responsibility and respect
- *Possesses the skills of problem solving, communication and perseverance/determination

CALDWELL HIGH SCHOOL & DISTRICT POLICIES:

Policies listed in this handbook are summarized and/or abbreviated. To reference a complete Caldwell School District Policy, please visit www.caldwellschools.org/policies

PARENT AND PATRON PROBLEM SOLVING

The district follows an interest-based approach to problem solving. Patrons from this district having concerns need to address them with the building Vice Principal, followed by the building principal. Then, if it not resolved at the school level, be brought in writing to the assistant superintendent of schools and then the superintendent of schools. If the problem is not

resolved with the superintendent of schools, it may then be brought before the board. Requests to address the board must be made at least five days prior to the regularly scheduled board meeting. Please contact the Clerk of the Board for details at 455-3300, for complaints regarding any aspect of this school district and/or the services it provides to the school-age students residing in its boundaries may submit those concerns or complaints in writing or through a conference first with the principal. See CSD Board policy #1012

ATTENDANCE POLICY

Regular attendance is a vital requirement for all students in order to make certain that educational opportunities and experiences are maximized. See District Policy #3040 & # 3050. The Caldwell School district requires a minimum of 90% attendance. Therefore, every effort should be made by students, parents, and administration to ensure that students are in attendance and punctual every day. **A student may have to petition for credits if they miss more than 9 days.** Students will be notified if they need to petition. Only documented extraordinary circumstances (see below) will be considered as valid reasons to violate the attendance policy. A school activity absence(s) from class(es) is the only absence not counted in the nine day total.

Extraordinary Circumstances:

1. Illness or accident in which confinement either at home or in a hospital is verified in writing by a licensed physician, dentist, psychiatrist, or other health care professional.
2. Court appearances as verified by a copy of the subpoena.
3. Bereavement for a member of the immediate household.
4. State, regional, national, or international events organized for the purpose of continuing competition.
5. Religious observances where participation is required and can be verified in writing by an appropriate church official/document.
6. Trips or activities of unusual opportunity that can be shown to have significant educational value. Students must have a "B" average in all classes, must complete any make-up, may not be in excess of the attendance policy prior to the trip, and will be required to enter into an attendance contract for the remainder of the semester.
7. Other extraordinary circumstances as determined by the building Principal.

PARENT/GUARDIAN NOTIFICATION:

Parents/guardians will be notified by phone and/or mail when there is an attendance concern. A conference or appearance at truancy court may be required. It is the responsibility of the parents/guardians to know the attendance status of the student.

ATTENDANCE CONTRACT PROCESS

When a student knows he/she will be violating the attendance policy because of extraordinary circumstances (above), the student shall communicate with the School Administration to make arrangements and/or receive approval.

BELL SCHEDULE

0 hour	6:38-7:30	
1 st period	8:00-8:52	
2 nd period	8:56-9:48	
3 rd period	9:52-10:44	
4 th period	10:48-11:40	A Lunch 10:44-11:16
B Lunch	11:40-12:12	4 th period 11:20-12:12
5 th period	12:16-1:08	
6 th period	1:12-2:04	
7 th period	2:08-3:00	

EARLY RELEASE BELL SCHEDULE

0 hour	6:53-7:30	
1 st period	8:00-8:37	
2 nd period	8:41-9:18	
3 rd period	9:22-9:59	
4 th period	10:03-10:40	
5 th period	10:44-11:21	A Lunch 10:40-11:12
B Lunch	11:21-11:53	5 th period 11:16-11:53
6 th period	11:57-12:34	
7 th period	12:38-1:15	

PETITIONING PROCESS

Students who violate the 90% attendance rule may lose credit in any class in which they have missed more than 9 days. Students may be requested to petition credits. An attendance committee comprised of administrators, counselors, a board member and/or teachers (additional staff as designated) shall consider the record of each petitioner. The decision of the attendance committee may be appealed to the Board of Trustees within ten (10) school days of the date that written notification of the decision has been mailed to the parent/guardian. If the petition deadline is not met, no consideration of credits will occur and credit will be lost.

Students who have violated the attendance policy and have been truant are in danger of losing credit. (See Truancy)

TARDY

Students are tardy from class if they are not in class when the tardy bell rings in any period. Students arriving to school late should check into the office to receive a tardy slip before going to class. Tardies restart each semester.

Consequences for tardiness are as follows:

3rd Tardy: (1st referral) One after school detention.

6th Tardy: (2nd referral) Three after school detentions

9th Tardy: (3rd referral) In-School Suspension, parent contact, and Youth Court referral

12th Tardy: (4th referral) In-School Suspension parent conference/student contract, no night activities and a referral to the district truancy officer. Other consequences may apply at the discretion of the building administration.

CHECK IN/CHECK OUT

Caldwell High School operates a closed campus, therefore, students must be checked out by a parent, guardian, or person designated on the enrollment form. Eighteen year old students living at home are **not allowed** to check themselves in or out of school. All students must sign in or out of school with the attendance office, no matter what the reason. **Failure to do so will result in truancy.**

MAKE-UP PROVISIONS

It is the responsibility of the student to make up all work missed due to any absence. The classroom teacher and student will meet to establish a timeline for make-up work completion. Days granted for make-up work will begin the day the student returns to school. Teachers/advisors/coaches must notify teachers of all school related absences in advance. If possible, other long-term absences and arrangements for make-up work should be arranged ahead of time. Long-term assignments, such as portfolios, projects, and research papers, are due on the originally assigned due date unless arrangements have been made with the teacher. Recreating the classroom experience and missed work is not possible. Therefore, the teacher may make substitutions or alternative assignments for work missed. Grades may be affected by any absence. Make-up instruction

and/or work may require a student to meet with the teacher outside of regular classroom time.

TRUANCY

Truancy is defined as a student being absent for all or any part of the school day, without the approval of the parent, guardian or school authorities. This includes if a student is on campus, but not in the assigned location. **Parents have 48 hours to call in to verify an absence.** Truancies accrue for the entire year. Consequences for truancies will be time for time. Each period missed up to 4 periods is equal to 1 afterschool detention up to 4 detentions. If a student is truant for 5 or more periods, they will receive one or more days of In-school Suspension.

1st offense: Time for time, parent notification

2nd offense: Time for time, parent notification

3rd Offense: Time for time, parent notification, Youth Court Referral, Hall Freeze

4th Offense: Time for time, Referral to district truancy officer, referred to the CSD board to be declared as a habitual truant, report student to the Department of Transportation for recommendation of loss of license

5th offense and beyond: Time for time, referral to Truancy officer and possible Magistrate court. Other consequences may apply at the discretion of the building administration.

ATTENDANCE AND THE DRIVER'S LICENSE

Any student who has been verified by the school as dropped from enrollment or a habitual truant will be reported to the Department of Transportation as per Idaho Code 49-303A.

ABSENCE VERIFICATION

Each time a student is absent, the following procedures must be followed:

- ✓ To have an absence excused, **a parent/guardian** must direct a telephone call or send a note to the school prior to the student's return to school. If this process is not followed, the student will remain as marked truant.
- ✓ After ten consecutive days of absence the student may be unenrolled without further notice.
- ✓ Parents can contact the school 24 hours a day at **208-455-3304, ext. 2145**, for English and ext. 108, for Spanish. You may leave a message on the recorder. The

parent/guardian should identify themselves, their student's name and grade, the periods missed, and the reason for the absence.

DISCIPLINE

DRESS CODE/STUDENT APPEARANCE

CSD Board Policy #509

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. The school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are required to dress in a manner that promotes a safe and healthy school environment, reflects a sensitivity and respect for others and is not disruptive of the educational climate and process.

UPPER BODY

1. Solid Colors: Any solid colors except Red or Navy. Colors that match the lower-body clothing in color and shade are not permitted
2. Collared shirt
3. Long or short sleeved shirts. no sleeveless shirts or T-shirts
4. Clothing must be free of brand logos and graphics larger than one (1) inch in diameter. All items must fit properly
5. Under-shirts and T-shirts, if worn, should be underneath the standard collared shirt and can be any solid color except Red or Navy.

LOWER BODY

1. Any solid color except red is permitted. Jeans may not be acid-washed, dyed distressed, or multi-colored.
2. May include: pants, capris, skirts, shorts, skorts, culottes. No sweats or warm-up type pants. Leggings may not be worn as pants.
3. All items will be no shorter than three inches above the knees.
4. Clothing must be free of brand logos, holes, decorative stitching, decorations and graphics larger than one (1) inch in diameter or capable of being covered by a belt.
5. Designs must be contained to the pocket of the pants and may not extend to the rest of the garment.
6. All items must fit properly.

OUTER WEAR

1. Sweatshirts and sweaters are permitted in solid colors, except Red or Navy, with no logos or graphics larger than one (1) inch in diameter unless they say "Caldwell" or are specific to school.
2. Principal discretion reserved in all questions or concerns.

ITEMS PROHIBITED

The following prohibitions of clothing and attire will be enforced when the student is on school premises or at any school sponsored event, regardless of location.

Clothing or styles that show bare midriffs, sagging pants that reveal any undergarments, revealing tank tops, shorts that are inappropriate in length, and any inappropriate symbols or headgear of any type are not permitted. Also, clothing that has a sexual theme or connotation is not acceptable. Any manner of grooming or apparel that denotes membership in or affiliation with any unauthorized group, gang, hate group, or racial prejudice will not be allowed.

The following includes but is not limited to restrictions on attire:

- Opaque tights may be worn under shorts or skirts but the item worn over the tights must be mid-thigh in length
- **No Professional Sportswear** will be allowed. This includes coats, jerseys, lanyards, bags, hats, shorts, T-Shirts, etc.;
- Biking-style shorts;
- Clothing with depicting anything sexual, obscene/indecent language, sayings, or pictures;
- Clothing, jewelry, or accessories depicting illegal substances for teens, such as tobacco, alcohol, drugs, or weapons;
- Sunglasses may not be worn in the building;
- Tank tops with straps less than two inches across the shoulder. Includes spaghetti straps, halter tops, racer-back, cut-away sleeves that are less than 2 inches at the narrowest part;
- Tops that are low-cut under the arms or in front;
- Undergarments showing;
- Crop tops or shirts that expose a bare midriff;
- Headwear including hats, beanies, bandanas, any knitted head covering ;
- Pants must be worn and fastened at or above the hip;
- No color on color attire, i.e.: black on black;
- No gang-affiliated markings in the hair;
- Dog collar type or studded belts, necklaces, or bracelets with point or sharp edges, etc.;

- Trench style coats of any kind;
- Spikes in clothing or as piercings;
- No hanging belts;
- No monogrammed belt buckles;
- Clothing revealing cleavage; and
- No slippers or clothing resembling pajamas;

Students will be given an opportunity to comply. Failure to comply with school dress code after a reasonable request by any staff member may result in a phone call to parents with a request to bring acceptable attire to the student, or the student being referred to In-School Suspension for the remainder of the day. If students continue to refuse to follow school dress guidelines, it will also be considered insubordination and they will be subject to further disciplinary action up to and including suspension from school and activities. Dress for extracurricular activities will be school dress code or better.

GANG APPAREL/ACTIVITIES

CSD Board Policy #549

The Caldwell School district Board of Trustees has adopted policy # 549 that makes it unlawful for any individual or group to engage in any behavior that is considered disruptive, harmful, criminal, or that advocates hatred or discrimination toward other individuals, nor will any display of symbols, mode of dress, or any activity related to this type of behavior be permitted. Some symbols related to gang behavior that are not allowed are the following but not limited to:

- Professional Sportswear, including coats, jerseys, lanyards, hats, shorts, t-shirts etc.;
- Shaved or notched eyebrows;
- Shaved or colored markings in the hair;
- Markings on hands and or near eyes;
- Jewelry depicting combinations of numbers or images associated with gangs. i.e.: one earring on one ear and three in the other;
- Monogrammed belt buckles;
- Gloves worn in the building;
- ICP clothing, accessories, and etc.;
- Hanging belts;
- Sunglasses are not to be worn in the building
- Shorts and socks that meet at the knee or overlap;
- Oversized pants;
- Color on color attire i.e.: black on black;
- Number markings- 13, 14, 15, 31, 41, 88, 18 or others deemed to be unacceptable;
- 8 ball markings;
- One rolled up pant leg or sleeve;
- Drawings or pictures of spray paint cans, clown faces, graffiti and etc.;

- Old English style writing, graffiti style writing, LA, South Pole on clothing, papers, notebooks, etc.;
- Any kind or color of bandana or scarf;
- Red or blue shoe laces or any other color that are known to be affiliated with some kind of gang membership;
- Wrist bands depicting red, blue, black, or green;
- Drug markings such as 4:20;
- Any combination of letters, numbers, or symbols that are found to have an association with gangs, crews, or cliques.

IN ADDITION:

- Gang related tattoos must be covered at all times;
- Pants must be fastened at the hip;
- Oversize shirts must be tucked in.

The intent of the policy is to promote a safe and secure environment and limit the disruptions that gang activity causes in schools. Gangs continually create ways to identify themselves, develop new gangs, and recruit others. Therefore this dress code policy and prohibited gang attire information will be reviewed on a regular basis as we continue to monitor gang activity in the area and across the state. Each individual school and The Caldwell School district reserves the right to add to, change, or adjust this policy at any time during the school year when necessary.

ELECTRONIC DEVICES

If students bring electronic devices such as cell phones, cameras, MP3 players, tablets, etc., to school, they do so at **THEIR OWN RISK**. The school assumes no responsibility for the damage, loss or theft of the item. Electronic Devices may be used in the classroom at the discretion of the classroom teacher for educational purposes only and must not disrupt the educational process.

Misused electronic devices will be confiscated from the student.

1st offense: Confiscation of the phone to be picked up by student after class

2nd offense: Confiscation of phone and sent to the office to be picked up by a parent or guardian and to meet with a school administrator.

Subsequence violations of this policy will result in a conference between student, parent, and administration with consequences of possible In-School or Out-of-School suspension.

DETENTION

The purpose of detention is to give a consequence to an action of a student. Detention is 45 minutes long and in general is held on

Monday, Tuesday, and Thursday after school. It is held in a teacher’s room or as designated in the daily announcements.

IN-SCHOOL SUSPENSION

The purpose of In-School Suspension is to remove a student from the normal school day either as a consequence for an action or to enable the normal classroom to function without the student. In-School Suspension runs the entirety of the regular school day. The student’s teachers will provide work for the students to complete. The in-school suspension teacher may also assign additional work and community service throughout the day.

OUT OF SCHOOL SUSPENSION AT DISCRETION OF PRINCIPAL OR HIS/HER DESIGNEE

Board policy #543

If suspension is the consequence of a student’s misbehavior, the principal may suspend a student for a period not to exceed five (5) days. The Superintendent or the School Board may extend this for an additional period of time. Parents/Guardians will be contacted by the administration and a conference scheduled to review the reason(s) for the suspension. Should a parent or student wish to appeal the suspension, they may do so by contacting the district Office to set up a hearing with a Board of Review officer.

Students that are suspended from school may make up their schoolwork, if requested from the teacher, and will receive credit in accordance with the make-up policy.

POSSIBLE SUSPENDABLE OFFENSES

CSD Board Policy #543

Offenses that may result in suspension include but are not limited to:

Alcohol, Drugs, and Narcotics: Use/being under the influence, possession, or sale of alcohol, narcotics, paraphernalia, or other hallucinogenic drugs or substances on school property or elsewhere under the authority of school personnel will result in a five-day suspension. Any student found guilty of distribution or sales of controlled substances will be referred to the Superintendent’s office for their immediate action. See CSD Board Policy #551.

Bus Conduct: Continued disorderly conduct or refusal to submit to authority of the driver. See CSD Board Policy #543

Dress Regulations: Violation of dress code on page 7. See CSD Board Policy #509

False Reporting: Disparaging reports that compromise the integrity or reputation of any student or staff members. See CSD Board Policy #543

Forgery: Forging notes, signatures, excuses, or other school documents. See CSD Board Policy #543

Harassment/Intimidation/Bullying/Hazing of School Employees or Students:

Acts that interfere with the private life of school employees/students, whereby an employee/student or his/her family is harassed or attacked, and/or his/her property threatened or damaged, or the degrading or disgracing of an individual. See CSD Board Policy #554.

Insubordination, Disrespect, Etc.:

Insubordination or disrespect toward school employees, either in language or in action. See CSD Board Policy #543.

Display of Public Affection: Graphic displays of public affection, such as kissing, excessive hugging, and sitting on each other's lap, and etc., are inappropriate at school and will be addressed as a discipline issue. Display of public affection is punishable by suspension at the discretion of the principal or his/her designee. See CSD Board Policy #543.

Defiance: Refusal to comply with any reasonable request of a teacher in or out of the classroom, including refusing to give name or show I.D. card to any staff member upon request. See CSD Board Policy #543.

Tobacco: Use or possession on school premises or elsewhere while under the authority of the school.

Profanity/Vulgarity: use of profanity or vulgarity. See CSD Board Policy #516.5

Gang Activity: See Board Policy #549 and #538.

Other Offenses: Serious infractions not identified above that endanger the lives of students, employees, or visitors, and/or results in theft, damage to school buildings, school property or possessions of students, staff members, or visitors. The parent or guardian is responsible for payment of damages and the student will receive the consequence that is judged reasonable and proper. Students who encourage, insight, or otherwise enable fighting/bullying/harassment/ hazing in any way, including video/audio recording, will be subject to school discipline. See CSD Board Policy #543.

MANDATORY SUSPENSION OR EXPULSION

Assault and Battery: assault or battery upon another student or upon school personnel, at any time or place related to school attendance or functions. See CSD Board Policy #550 & 543.

Fighting: involvement in fighting, threatening, or challenging, either in groups, gangs, or individuals on the school premises or elsewhere under the authority of the school personnel.

- In the event one student makes physical contact with another and the other student does not reciprocate physical contact, the initiating student will be suspended up to 5 days.
- In the event both students make physical contact with one another, both students will be suspended up to 5 days.
- In the event one student incites and the other student does not, the inciting student will be suspended up to 5 days.
- In the event both students incite, both will be suspended up to 5 days.
- School administration may suspend or make a recommendation for expulsion in the case of all fighting or inciting.

See CSD Board Policy #543, 550, 538.

False Fire Alarms and Bomb Threats: false reporting that a bomb or other explosives have been placed in school buildings or on school grounds, or activating a school fire alarm. See CSD Board Policy #538.

Initiations: There are to be no unauthorized initiations into any organizations, on or off school grounds, whether public or private. See CSD Board Policy #549.

Extortion: taking possessions from another person by threat or force.

Fires, Explosives, or Threat Thereof: fires or explosives that threaten or cause serious damage to human life or property on campus or at school sponsored events. The parent or guardian is responsible for payment of damages. See CSD Board Policy #538.

Keys: illegal possession, unauthorized use of, or duplication of keys to school building or premises. See CSD Board Policy #901.

Lewd and Lascivious Acts: engaging in or performing lewd and lascivious acts on school grounds or at school-sponsored activities. See CSD Board Policy #538.

Trespassing/Forced Entry: trespassing or forced entry to school buildings or school events. See CSD Board Policy #934.

STUDENT HARASSMENT

It is the policy of this school to maintain a learning environment that is free from harassment.

Harassment includes ethnic slurs, racial jokes, verbal or physical abuse or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.
4. Has demonstrated unwelcome, personally offensive sexual overtones.

Students who believe that they are being harassed should report the situation to school personnel. All reports of harassment will be investigated.

If there is sufficient evidence to support the allegation of harassment, the individual doing the harassment may have disciplinary action up to and including expulsion. If the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion. See CSD Board Policy #3295 & #3295p.

SEXUAL HARASSMENT

Purpose: It is the policy of the Caldwell School district to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

Definition of Sexual Harassment: Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by someone from or in the work or educational setting.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.

2. Among peers, continuing to express interest after being informed that the interest is unwelcome.
3. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
4. Within the educational environment, engaging in sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

Reporting Procedures: All reports of sexual harassment will be investigated. Anyone who believes that they are being harassed should report the situation to any of the following persons immediately:

1. A Guidance Counselor
2. A Teacher
3. A Vice Principal
4. The Principal
5. The Superintendent
6. School Resource Officer (SRO)

Confidentiality: Because of the sensitive nature of the complaints of sexual harassment, any investigation shall be conducted, to the maximum extent possible, to protect the privacy of both the complainant and the accused. See CSD Board Policy #3295 & #3295p.

VANDALISM, THEFT, OR DESTRUCTION OF SCHOOL PROPERTY

Any student, who steals, destroys, or defaces school district property, or the property of another individual located at a school site, will receive prompt and decisive disciplinary action, which may include, but is not limited to, suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his or her parent/guardian will be held responsible for restitution to the full extent of the laws for any damage to school district property. See CSD Board Policy #538.

WEAPONS POLICY

CSD Board Policy 541

The Caldwell School district and Caldwell High School are committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at a school-sponsored activity. Students are not allowed to

bring weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members or visitors, or could be used to disrupt the educational process.

Prohibitions

Students attending Caldwell High School are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

Disciplinary Actions

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the likelihood of recurring violation' and the student's prior conduct.

Expulsion Mandated by Federal Law

The board of trustees shall expel a student when the student's actions violate federal, as set forth in the Gun-Free Schools act, and/or state law regarding the prohibition of weapons:

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis, taking into account the individual circumstances and the severity of the incident.

Referral to Law Enforcement

Caldwell High School, the Caldwell School district and/or the Board of Trustees may refer any

student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act, to law enforcement.

TOBACCO and E-CIGARETTE USE

CSD Board Policy #512 & #950

The Board of Trustees of this School district finds that there is health risks involved with the use of tobacco products and that research shows a direct correlation between the early use of tobacco and the experimentation with alcohol and other controlled substances at an earlier age. Therefore, the Caldwell School district is committed to cooperating with parents and the community in helping students understand the health risks and legal consequences of tobacco use in the promotion of health and well-being of all students.

It is the intent of this policy to be consistent with all federal, state, and municipal statutes and ordinances related to the prohibition of the use, possession or distribution of tobacco products by students.

In those circumstances where district employees have probable cause to believe that a violation of this policy has occurred, school administration is to be notified and involved in consultative and investigative roles.

It is a violation of this policy for any student to use, possess, procure or attempt to procure or dispense or distribute any tobacco while on school property or while attending a school activity or event or while being transported to or from school or school-sponsored events in school owned and/or contracted for vehicles of any kind or at any location, public or private, where students are attending as representatives of this district.

Possession includes on the person, locker, vehicle and/or any other location over which the student is exercising some control by the placement of any tobacco.

Enforcement Procedures:

Students found in violation of this policy will be subject to the following disposition:

First Offense:

- Parents or legal guardian will be contacted.
- The School Resource Officer or other law enforcement official will be notified.

- The student may be suspended for up to three (3) days at the discretion of building administrator or designee.
- The building administrator or designee will provide a list of community resources to the student and his/her parent/guardian.

Second Offense:

- Parents or legal guardian will be contacted.
- The School Resource Officer or other law enforcement official will be notified.
- The student may be suspended for three (3) days at the discretion of the building administrator or designee.
- The building administrator or designee will provide a list of community resources to the student and his/her parent/guardian.

Third Offense:

- Parents or legal guardian will be contacted.
- The School Resource Officer or other law enforcement will be notified.
- Student will be suspended pending a hearing with the Board of Review.

STUDENT DRUG AND ALCOHOL USE

CSD Board Policy #551

The Board of Trustees recognizes that student use of controlled substances, including alcohol, is a serious problem of utmost concern in our society. Drug and alcohol use, sale or distribution is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol and controlled substances—creates educational, economic and legal problems. The Board of Trustees will not tolerate the sale or distribution of drugs and/or alcohol on school property or school sponsored events.

Students attending school in this district will not use, Possess, sell, buy, or distribute drugs, including alcohol, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district’s Drug and alcohol use policy when:

- The student is on School Premises, evidencing behavior that creates a reasonable suspicion that the student may be illegally under the influence of drugs;
- The student admits to using, possessing, selling, buying, or distributing drugs on school premises;

- The student is found to use, possess, sell, buy, or distribute drugs or related paraphernalia, or any substance, which was packaged, labeled, or otherwise represented to be a drug, regardless of the real nature of the substance on school premises;
- The student is found to possess drugs, related paraphernalia, or to have such substances on the student’s person, or in the student’s locker, vehicle, or other property on school premises;
- The student is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises.

**Alcohol/Controlled Substances:
Referral to Law Enforcement**

CSD Board Policy #551

A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drug paraphernalia or drugs, including alcohol or controlled substances. Any evidence of a violation of the law and this policy may be seized by the principal or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security or illegal materials or materials in violation of school policy. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials or those items that may be a threat to safety and security are contained inside. Such patrols and inspections may be conducted without notice, consent or a search warrant.

The student and/or parents/guardians may submit drug testing results to the principal for consideration in determining the appropriate disciplinary action. To be considered, the test

must be performed within 24 hours of the incident giving rise to a determination of reasonable suspicion. The test must be performed by an appropriately licensed medical facility. A negative test result does not, in and of itself, negate a determination of reasonable suspicion. The cost of the test will be the responsibility of the student and/or parent/guardian.

Enforcement Procedures:

The following disciplinary procedures are merely a suggested guide which may be used to determine disciplinary actions and other consequences to be imposed when a student has violated this policy. Administrators, including principals, the Superintendent and their designees may exercise discretion in determining an appropriate disciplinary procedure except that a Board of Review shall be required prior to expulsion.

The procedures to enforce this policy are as follows:

KNOWINGLY PRESENT:

1. **First Offense:** The building principal or designee:
 - 1.1 Will hold a conference with the student; and
 - 1.2 Will notify the student's parent/guardian of the policy violation; and
 - 1.3 When appropriate, will notify law enforcement; and
 - 1.4 Will arrange a conference with the parent/guardian and the student; and
 - 1.5 Will inform the student and parent/guardian of consequences for future violations of the policy; and
 - 1.6 Will refer the student to the school counselor.

2. **Second Offense:** The building principal or designee:
 - 2.1 Will hold a conference with the student; and
 - 2.2 Will notify the student's parent/guardian of the policy violation; and
 - 2.3 When appropriate, will notify law enforcement; and

- 2.4 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
- 2.5 Will inform the student and parent/guardian of consequences for future violations of the policy; and
- 2.6 May temporarily suspend the student for up to five (5) days from school. The suspension may be reduced and/or modified if the student voluntarily completes a district-approved drug screening at the expense of the parent; and
- 2.7 Will refer the student to the school counselor.

3. **Third and Subsequent Offenses:** The building principal or designee:

- 3.1 Will hold a conference with the student; and
- 3.2 Will notify the student's parent/guardian of the policy violation and
- 3.3 When appropriate, will notify law enforcement; and
- 3.4 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
- 3.5 May temporarily suspend the student for up to five (5) days from school.
- 3.6 The suspension may be reduced and/or modified if the student voluntarily completes a district-approved drug screening at the expense of the parent; and
- 3.7 Will inform the student and parent/guardian of consequences for violations of the policy, which may include other sanctions and/or referrals as recommended by principal or designee. These sanctions may include short-term suspension, a Board of Review Hearing and possible recommendation to the Board of Trustees for an expulsion hearing; and
- 3.8 Will refer the student to the school counselor.

USING, UNDER THE INFLUENCE, POSSESSION, SECURING:

1. **First Offense:** The building principal or designee:

- 1.1 Will hold a conference with the student; and
 - 1.2 Will notify the student's parent/guardian of the policy violation; and
 - 1.3 When appropriate, will notify law enforcement; and
 - 1.4 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
 - 1.5 will inform the student and parent/guardian of consequences for future violations of the policy; and
 - 1.6 May temporarily suspend the student for up to four (4) days from school. The suspension may be reduced and/or modified if the student voluntarily completes a district-approved drug screening at the expense of the parent; and
 - 1.7 Will refer the student to the school counselor.
2. **Second Offense:** The building principal or designee:
- 2.1 Will hold a conference with the student; and
 - 2.2 Will notify the student's parent/guardian of the policy violation; and
 - 2.3 When appropriate, notify law enforcement; and
 - 2.4 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
 - 2.5 Will inform the student and parent/guardian of consequences for future violations of the policy; and
 - 2.6 May temporarily suspend the student for up to five (5) days from school. The suspension may be reduced and/or modified if the student voluntarily completes a district-approved drug screening at the expense of the parent; and
 - 2.7 May convene a Board of Review hearing for the purpose of considering a recommendation to the board of trustees for extended suspension or an expulsion hearing; and
 - 2.8 May impose other sanctions and/or referrals; and
 - 2.9 Will refer the student to the school counselor.

3. **Third and Subsequent Offenses:** The building principal or designee:
- 3.1 Will hold a conference with the student; and
 - 3.2 Will notify the student's parent/guardian of the policy violation; and
 - 3.3 When appropriate, will notify law enforcement; and
 - 3.4 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
 - 3.5 will inform the student and parent/guardian of consequences for future violations of the policy; and
 - 3.6 May temporarily suspend the student for up to five (5) days from school. A Board of Review Hearing will be held which may result in an extended suspension and possible referral to the board of trustees for an expulsion hearing; and
 - 3.7 May impose other sanctions and/or referrals; and
 - 3.8 Will refer the student to the school counselor.

DISTRIBUTING:

1. **First Offense:** The building principal or designee:
- 1.1 Will hold a conference with the student; and
 - 1.2 Will notify the student's parent/guardian of the policy violation; and
 - 1.3 When appropriate, will notify law enforcement; and
 - 1.4 May temporarily suspend the student for up to five (5) days from school; and
 - 1.5 Will arrange a conference with the parent/guardian and the student before the student will be readmitted to school; and
 - 1.6 May recommend a district-approved drug screening at the expense of the parent; and
 - 1.7 A Board of Review Hearing will be held which may result in an extended suspension and possible referral to the board of trustees for an expulsion hearing.

BOARD OF REVIEW

The purpose of the Board of Review is to resolve problems at the lowest possible level and to provide school-based intervention, redirection, and meaningful consequences prior to Caldwell School District Board of Trustee involvement.

Students will be brought before the Board of Review in cases where the student is accused of a serious breach of school district policy or the law that could result in expulsion from Caldwell School District #132. See CSD Board Policy #3355

SRO IN SCHOOL

Caldwell High School has in place a program to assist the school in meeting the needs of its students. The School Resource Officer Program places a Caldwell Police Department officer on the campus of Caldwell High School. The program's purpose is to assist the police officer in being more available and responsive to students. The SRO is a member of the school team, and as such, he will contribute information and make referrals to the school team for consideration when appropriate. The officer will work cooperatively with students, school personnel, parents, the courts, and community social service agencies in an effort to prevent individual problems from becoming habitual in nature.

The officer's time will be spent on formal and informal contacts with students. The program has the following objectives:

1. Friendly contact between the police and the city's youth.
2. Assistance and the gathering of information during times of stress or crisis.
3. Education of youth regarding the role of laws, courts, and police.
4. Protection of youths against harmful acts or involvement with older law offenders.
5. Investigation of juvenile cases and the seeking of alternatives to court action whenever possible.
6. Prevention of juvenile crime.

POLICE/HEALTH AND WELFARE INTERVIEWS

Cooperation with law enforcement agencies is essential for the protection of students, maintenance of a safe environment in school and the safeguard of all property. At times it is necessary for law enforcement and/or Health & Welfare officials to contact students during school hours. School officials will cooperate with the

agency by providing a place to meet with the student. If a student is being interviewed relative to a child protection issue, school officials will not contact the parents unless requested to do so by the interviewing agency.

SEARCH AND SEIZURE CSD Board Policy #542

Section 1. Definitions

1.1 "Contraband" means all substances or materials which students are prohibited from possessing by district policy. Examples include, but are not limited to, , and articles containing gang symbols.

1.2 "Reasonable suspicion" means that the school official initiating the search has a well-founded suspicion based on objective facts that can be articulated of either criminal activity or a violation of district policy by a particular student(s). Reasonable suspicion is more than a mere hunch or supposition.

Section 2. Searches by School Officials

2.1 The constitutional rights of students do not stop at the schoolhouse gates. Therefore, students have a right to be protected from unreasonable searches by school officials. However, it is the intent of the Board of Trustees to provide a safe and orderly environment for all students, conducive to the pursuit of educational goals. This may include the right to search a student's personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare or safety of other students or is necessary to preserve the good order and discipline of the school.

2.2 Only district personnel authorized by the superintendent may to conduct a search pursuant to this policy. This policy applies to only those searches conducted by school officials; it does not apply to searches by law enforcement officers.

Section 3. Random Searches

3.1 In the interest of maintaining safe and drug-free schools, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot.

School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

3.2 The Superintendent or designee will develop and implement a "lottery" system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. Random searches may be conducted for any reason at any time without notice, without student consent, and without a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

Section 4. Reasonable Suspicion Searches

4.1 To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

4.1.1 A crime or violation of school policy has been or is being committed;

4.1.2 A particular student has committed a crime or violated district policy;

4.1.3 Physical evidence of the suspected crime or violation of district policy is likely to exist; and

4.1.4 Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or district policy violation.

4.2 The search based on reasonable suspicion must be reasonable in its scope. The areas or items to be searched and the methods utilized must be reasonably related to finding physical evidence of the crime or violation of district policy. The search must not be excessively intrusive, given the age and gender of the student and the circumstance of the search.

4.3 School officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.

Section 5. Student's Person or Possessions

5.1 At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that

the student is in possession of illegal or Contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

5.2 Such searches shall be conducted in an appropriate manner, in private and witnessed by another adult. Students may be required to remove outer clothing (jacket, shoes, etc.) and empty pockets as part of the search. If the search is of the student's person ("pat-down" search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstances is a school official authorized to conduct a "strip search" of a student.

5.3 Lockers assigned to students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for his or her use. Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

5.4 School officials may randomly open and inspect lockers for any reason at any time. If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker's contents, including the student's property.

5.5 School officials may open and inspect lockers when there is reasonable suspicion that the lockers may contain illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security. Searches of lockers, whether random or reasonable suspicion, may be conducted without notice, without consent, and without a search warrant.

Section 6. Automobiles

6.1 Students are permitted to park on school premises as a matter of privilege, not of right.

The school officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or Contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat

to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

Section 7. Use of Drug Dogs

The use of a drug dog shall comply with district policy and applicable law.

7.1 The district may elect to use specially trained drug dogs to alert the dog's handler to the presence of controlled substances, at the discretion of the Superintendent or designee.

7.2 The drug dogs will be present for the purpose of detecting controlled substances in lockers, personal items or vehicles on district property only when there are no students or employees present. Only the trained dog's handler will determine what constitutes an alert by the dog.

7.3 A drug dog's alert constitutes reasonable suspicion for the district officials to search the lockers, personal items or vehicles. Such a search by district officials may be conducted without notice or consent, and without a search warrant.

Section 8. Seizure of Contraband or Illegal Materials

8.1 School officials may seize and retain, or turn over to law enforcement officials, any

Contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted pursuant to this policy.

Section 9. Notice

9.1 Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the student handbook.

STUDENT COMPUTER, INTERNET, & E-MAIL USE

CSD Board Policy #698

Students must understand and practice proper and ethical use of the district computers, internet and e-mail. All students will be assigned an account name and password. Users should protect their passwords and never share them with other students.

All users of the Internet must comply with existing rules and Acceptable Use Policies (Policy #698 Student Computer, Internet, & E-Mail Use). Internet use is a privilege, not a right and may be cancelled by the district for inappropriate use. By signing on to a district computer the user is agreeing to the Acceptable Use Policies.

Vandalism of school computer or other technology equipment or using this equipment for harassment will result in cancellation of user privileges. Any action by a user that constitutes inappropriate use as determined by the Caldwell School district administrator or any violation of the policy, or federal laws, posted classroom or district rules will result in disciplinary action and/or loss of use of the network, and/or civil/criminal prosecution. Users in violation of any rules and/or laws, may be required to reimburse the Caldwell School district for any losses, cost, or damages, including attorney's fees.

Before a student may use the district computers, Internet or email, he/she must read the Acceptable Use Policy and by signing on to district account is agreeing to follow the requirements. Parents must also support the district by reporting their knowledge of misuse of the computers or network.

ACADEMIC DISHONESTY

CSD Board Policy #539

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are not tolerated. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that were meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Removing a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Copying or misusing papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other

factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or failure of the class detention, suspension, or expulsion.

DISRUPTION AND LOITERING ON SCHOOL GROUNDS

CSD Board Policy #934

Idaho Code provides that a person who disrupts the educational process or whose presence is detrimental to the morals, safety, health, academic learning, or discipline of the pupils or who loiter in the school or on school grounds, is guilty of a misdemeanor.

Once a student's daily schedule is completed, they are required to leave the school campus unless prior arrangements have been made (tutoring, practice, homework, detention, etc.).

GANGS AND RELATED ACTIVITY

CSD Board Policy #549

Caldwell School District recognizes that gangs and gang activities are detrimental to the educational process in our schools. All gang and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited and will not be tolerated in any of the public schools in this district and at all school functions.

BOOKS, FEES, EQUIPMENT, AND FINES

Meeting personal financial obligations is regarded as an important attribute of a responsible adult and citizen.

The personal responsibilities of students at Caldwell High School include the prompt return of books and supplies in good condition, and prompt payment of all participation fees and fines.

Students are responsible for their obligations and will be held accountable for meeting them. All equipment and materials must be returned and any indebtedness must be settled to participate in the student's Commencement.

CAMPUS VISITS

Caldwell High School visitors are required to check in at the Main Office and obtain a visitor's

pass. Caldwell High School does not allow outside students to visit during the school day, including lunches.

CLOSED CAMPUS

CSD Board Policy #361

Caldwell High School has a closed campus. Students will be required to stay on campus during lunch time. Student visitors will not be allowed on campus without administrative approval during the day including lunch time. Students are not permitted to go to their cars without administrative approval. Students who wish to walk to his/her home for lunch may do so if written verification from his/her parent is on file and the request has been approved by administration. Students who leave the school grounds after arriving at school will be considered truant and subject to the consequences of the truancy policy.

Students may leave the school campus to go to an appointment, engagement, or if other exceptional or emergency circumstances exist, provided that written or verbal notice has been received from the parent prior to the intended absence. Students are required to check out with the attendance office. Failure to follow this policy will result in an automatic truancy.

DELIVERIES OF GIFTS, FLOWERS, BALLOONS

Caldwell High School will not accept or deliver gifts, flowers, balloons or other items any day due to the size of our student body, the strain that this practice has placed on office staff and the interference with the educational process. Parents are invited to bring such items with them and present them to their child as they pick them up at the close of the school day.

USE AND PARKING OF AUTOMOBILES

The right to operate an automobile around the school grounds may be suspended for the student when the safety of others demands it. The following driving regulations and parking procedures are established to minimize accidents on the school grounds and obtaining and holding parking space.

1. Speed limit on the school ground is fifteen (15) miles per hour maximum.
2. Reckless driving will result in loss of parking privileges.
3. Students should park in designated parking spaces ONLY. Parking in an unauthorized

parking spot will result in a school issued parking ticket with a fine of \$5.00. The parking lots and vehicles parked on the streets around the school are off limits to students during the school hours. There is positively no loitering in or near parked vehicles at any time. If a student must retrieve something from their car, they must have administrator or teacher permission. Under no circumstances will students be allowed to travel on school business/activities in cars driven by students without parental permission. See CSD board policy #524

GENERAL

SCHOOL ACTIVITIES AND DANCES

Only School Administration can grant permission to schedule an activity or place an event on the school calendar. Students are advised to ask permission for an activity as far in advance as possible.

All students wishing to attend a school dance must present an activity card or identification card.

School sponsored dances and socials are held only at the school or other approved places. No dance or activity will extend beyond 11:00pm. The regulations confine attendance to members of the student body with these exceptions: A member of the student body may bring a guest, if the guest is approved one week prior to the event by the principal or his/her designee. Guests are required to provide picture ID. School dances and social affairs are carefully supervised and parents are welcome and urged to attend whether specifically invited as chaperones or not. Other regulations pertaining to school dances are:

1. No person may enter or stay in attendance at any school dance if they have been drinking intoxicating drinks or are under the influence of any narcotic substance. Students will be subject to disciplinary action under the Drug-Alcohol Policy.
2. Students leaving the building during a dance will not be permitted to re-enter.
3. Caldwell High School Activity/ID cards are required for admittance to school affairs and dances.

Any student not in good academic standing, as determined by school administration, may be ineligible to attend school activities and dances.

Any student on the No-Night Activity list, or currently suspended, may not attend school activities and dances.

SCHOOL-SPONSORED ACTIVITY TRIPS

CSD Board Policy 576

All school-sponsored trips taken for the purpose of participation in any athletic contest or educational endeavor shall be chaperoned by a member of the teaching or administrative staff, must be approved by School Administration, and is subject to all school rules and policies. No student who is not an active participant in the event shall be permitted to accompany the group.

Students participating in school activities where buses are used for transportation may not go or return by private means. Any exceptions to the above must be approved by the Principal.

All baggage and personal effects may be opened and searched by school personnel before or during the trip.

FREEDOM OF SPEECH, PRESS, AND ASSEMBLY

Only material that has been written and/or spoken by students currently enrolled in the school that has been approved by the principal or his/her designee, and has been reviewed by the student council can be distributed on school property. Persons other than school students, teachers, and the staff may not use school time or premises for verbal or written communication, except with the approval of the superintendent or his/her designee.

Free speech or assembly may not be used to disrupt the educational process. See CSD board policy #516.5

RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

- 1.1 Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s)

they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3.2 A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

2.1 Parents or eligible students may ask the Caldwell District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

Family Policy Compliance Office
U.S. Department of Education
60 Independence Avenue, SW
Washington, DC 20202-4605

2.2 If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

SCHOOL NUTRITION PROGRAMS

Caldwell High School provides a variety of wholesome breakfasts and lunches to students. Student ID cards will be used to account for meals served. Students are expected to clear their own tables and eating areas.

Students will remain in either the food court or outside during their lunch. They will need a pass from a teacher to use the library or to go to a classroom during lunch.

3. The right to consent to the disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

HEALTH SCREENINGS

Hearing and vision screenings are conducted for students upon teacher referral. Parents, who would like their child excluded from these screenings, need to contact the nurse in the child's school.

3.1 One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

ADMINISTERING MEDICATION

CSD Board Policy #561

If a student must take medication during the school day, these guidelines will be followed:

1. The parent/guardian must submit in writing (Medication Consent Form) that a prescription medication is to be given during school hours. Specific directions for administering the medication, the parent's/guardian's signature and the physician's signature must be received before any medication will be given to the student.
2. The medication must be in the original container with the student's name, prescription number, doctor, and directions clearly set forth on the container.
3. It is the student's responsibility to come to the office at the appropriate time to take his or her medication.

4. Non-prescription medication, such as aspirin or Tylenol, will not be provided to students. Secondary school students may keep and administer their own non-prescription medication, but they may bring only one day's supply of medication to school. A completed Medication Consent Form or patient note should be on file in the nurse's office and a copy in the student's possession. The medication must be in its original container. Students are not allowed to give their medication to other students.
5. Failure to comply with these rules could result in violation of the school drug policy.

EMERGENCY SCHOOL CLOSURES/LATE STARTS

Occasionally, circumstances arise which make road conditions unsafe for school buses to operate their normal routes. When these conditions exist, the following procedures will be followed to determine school closure or late start.

School Closure: If the decision is to not hold school, the Superintendent will notify the radio stations, and the station will begin announcing that information as soon as possible. School closure will be effective only for the day of announcement. Schools will be open for the following day unless there is an announcement to the contrary.

RELEASE TIME

Students shall be permitted to leave the school grounds to attend release time programs upon the written request of a parent or guardian that has been filed with the school administration. The written request by the parent or guardian will become a part of the student's permanent record. Release time programs may not interfere with the scheduling of classes, activities and programs of the public schools (IDAPA 08.02.E.9). If scheduled during regular class time, Release Time may take the place of a credit bearing class. **Online courses or summer school may be necessary to make up the credits missed.**

TRANSPORTATION

School buses cover designated routes to bring students to school and to return them to their homes at the close of the school day. Parents are directed to contact Caldwell Transportation for Bus information including routes at 208-459-6612.

SCHOOL INSURANCE

The school district is not responsible for accidents involving students while attending school, although students are covered when they ride the school buses or chartered buses.

If a student becomes ill or injured while attending school or a school-sponsored activity, the parents will be notified as soon as possible.

Athletics are voluntary programs in which the student may participate if the student so desires; but the student does so at his/her own risk of injury.

The Caldwell Public Schools do not assume any financial responsibility for medical or hospital expense incurred because of athletic injuries.

LOCKER ROOM, WEIGHT ROOM, AND GYMNASIUM USE

No freelance play after school hours unless it's under special supervision by a coach or faculty member. This has to be approved by the administration.

STUDENT COUNCIL

Student input through student council can be a valuable asset to the total education process and supports the smooth functioning of a comprehensive high school.

Student body officer elections are generally held in second semester. It is required that any student elected to a position enroll in the leadership class.

Eligibility requirements:

1. Candidates must present a petition containing at least thirty (30) different signatures of current members of the candidate's class.
2. Candidates must be currently enrolled and attend Caldwell High School or CSD middle schools for incoming freshmen.
3. Candidates must have an overall grade average of 2.5 or above.
4. Candidates must have no prior violations of any serious law, and no prior serious violations of school policies.

CLUBS

Caldwell High School is proud to offer a wide variety of clubs, extra and co-curricular activities and student organizations. We encourage all students to participate in at least one extra-curricular activity or club. Since clubs or groups

change throughout the year, please see the front office or listen to the daily announcements for information on joining a club.

It is common practice for schools and school/athletic groups to raise funds through various projects and events during the school year. Any school sanctioned or sponsored club or organization must submit a fundraising application form for approval to the Principal before conducting a fundraiser.

ELIGIBILITY AND

PARTICIPATION POLICY

Extra and co-curricular activities (includes athletics)

Students who participate in extra and co-curricular activities and clubs represent Caldwell High School to the community. It is expected that they perform at a high standard both in and outside of school in accordance with established standards for participation in extra and co-curricular activities including athletics.

All students who participate in extra and co-curricular activities and clubs are required to purchase an activity card (\$35). This fee goes towards transportation for trips, stipends for advisors, memberships, entry fees for competitions and activities, equipment, and other expenses the school pays for student activities and clubs.

All students who participate in extra and co-curricular activities and clubs are held to high academic and behavioral standards. Please refer to board policy, IHSAA requirements, the code of conduct, and the athletic handbook for specific details.

In order to be eligible for a season of any IHSAA sanctioned activity or athletics, students must meet minimum academic criteria, per IHSAA policies and rules.

All students who participate in extra or co-curricular activities or clubs must take a minimum of five academic classes during the semester before and the semester of their season. See your counselor for details.

Students who participate in extra and co-curricular activities and clubs will be subject to grade checks every 4 ½ weeks. Students with

Ds or Fs will be on academic probation and will be required to attend tutoring until grades are improved or until the next grade check. Students who are on academic probation may still be able to practice and participate in events and competitions at the discretion of the Athletic Director and/or Principal.

Multiple failing grades may result in inability to participate in activities or clubs including competitions. Multiple failing grades during multiple grading periods may result in removal from the team, activity, or club.

Grades of C or lower will result in the inability of that student to travel to activities or competitions when travelling requires an absence from school. This will be in effect for all extra and co-curricular activities and clubs including athletics. Any student that is currently suspended, even if the suspension does not affect the course that will be missed, and has not spent one full attendance day back in school, they will be considered ineligible to participate or attend the extra-curricular event.

Details of the eligibility policy for participation for both behavior and academics can be found in school board policy, the code of conduct for athletes and in the athletic/activities handbook.

Exclusions to participation eligibility:

The student and the team are participating in sanctioned IHSAA play-offs or championship contests.

1. The student is participating in an activity that is clearly a requirement of the classroom instruction and their grade will be affected if they do not attend.
2. Any question about the validity of exclusion will be determined by the principal of the school and the principal's decision will be final.

See CSD board policy #572

IHSAA Sanctioned activities:

Football
Volleyball
Cross Country
Marching Band
Cheer
Dance
Wrestling
Basketball
Speech and Debate
Drama
Orchestra

Choir
 Softball
 Baseball
 Track
 Tennis
 Golf

**Extra and Co-Curricular Clubs and Activities
 (others may be added during the year):**

Student Council
 Yearbook
 National Honor Society
 YMCA Youth Government
 BPA
 DECA
 SkillsUSA
 TSA/Robotics
 FHLA
 Recycling Club
 Pep Club
 C-Club (Letterman’s Club)

EVENING PARTICIPATION

Students who are absent during any part of the day will not be allowed to participate in performances, games, practices, etc. the evening of the absence or at the discretion of school administration. Exceptions to this policy are excused school activity absences, medical/dental appointments, and/or other extraordinary circumstances that are approved with an administrator.

COUNSELING/GRADUATION/GRADES

GRADUATION REQUIREMENTS

ISAT Requirements:

In order to graduate, all students are required to participate and reach proficiency on State accountability tests, per State Board for Education policy.

Students are required to take a college placement exam during their junior year. These tests will be scheduled by the school or students may sign up to take them at their own expense. Examples of these tests are the ACT, SAT, or COMPASS.

All seniors must complete a senior project. The project includes a research paper, a portfolio, and an oral presentation. All seniors projects must

go through a specific approval process and be completed according to deadlines.

One credit is earned for each semester of a course. Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements.

English	8 credits
Math	6 credits
Science	6 credits
US History	2 credits
American Government	2 credits
Humanities	2 credits
Economics	1 credit
Health	1 credit
Speech	1 credit
Electives	17 credits
Total:	46 credits

CONCURRENT/DUAL CREDIT COURSES

Students enrolled in concurrent classes may earn college credit and high school credit. Students must be at least 16 years old **or** have junior standing **or** have completed at least half of the graduation requirements to be eligible to earn concurrent credit. Concurrent/Dual credit course offerings may change prior to the beginning of the school year. Please see your Counselor for a current listing of concurrent credit classes.

CLASS STANDING AND GRADE RETENTION

Students who do not meet the credit requirements in order to move on to the next grade prior to the start of school in the fall will be retained. Students will be promoted to the next grade only at the start of the new semester after the number of required credits has been met as outlined below:

Freshman: A student who has completed the 8th grade by the opening day of school.

Sophomore: A student who has completed at least eleven (11) credits by the beginning of first semester or sixteen (16) credits by the beginning of second semester and is in at least his or her second year of high school.

Junior: A student who has completed at least twenty-two (22) credits by the beginning of first semester or twenty-eight (28) credits by the beginning of second semester and is in at least his or her third year of high school.

Senior: A student who has completed at least thirty-four (34) credits by the beginning of

first semester and is in his or her fourth year of high school. Students may be promoted to senior standing at second semester based on their ability to meet the graduation requirements in time for graduation and counselor approval.

Students beginning their fourth year of high school who fail to meet the 34 credit minimum may be granted senior status based on a graduation plan and counselor approval.

MINIMUM CLASS REQUIREMENT

Freshmen and sophomores are required to take a full schedule (i.e. 7 classes). Juniors and seniors are required to take a minimum of five (5) consecutive classes. Students may only take less than seven (7) classes if their credits permit and they are on track to graduate. Students who have a shortened day must provide their own transportation to and from school. Students may NOT be on school grounds during the regular school day if they do not have a class.

AT RISK STUDENTS

CSD Board Policy #676

Students not meeting their class standing, as noted in the section above, or who are classified as "at-risk", may be placed at Canyon Springs High School.

GRADUATION PROCEDURES

Selection of Student Speaker

1. Eligible candidates who wish to speak shall submit an application and sample of speech for Graduation Committee review.
2. A screening committee composed of Senior Class Advisors, senior counselor and an Administrator select final candidate(s).

Qualifications for Commencement Ceremony

Only those seniors who have completed ALL the requirements for a diploma will be allowed to participate in the graduation-commencement ceremony. Students who fulfill graduation requirements after the Caldwell High School graduation ceremony will be awarded their diploma at the end of the summer schedule.

There may be no alteration or additions to the graduate's person, clothing, or other property that would cause him or her to stand out.

Graduates must participate in all required practices and activities as designated by the senior class advisors and/or principal. Special circumstances may be determined by the

administration.

Students must utilize the provided busing to attend graduation practice.

Students are responsible for their obligations and will be held accountable for meeting them. All equipment and materials must be returned and any indebtedness must be settled to participate in the student's Commencement.

EARLY GRADUATION

Any high school student who completes the number of credits required by both the state and the school district prior to finishing eight semesters of high school work may petition the Superintendent and local board. Application for early graduation must be made during the third quarter of the student's junior year. Transfer students may be allowed to graduate early with permission of the School Board.

REPEATING COURSES

As a general rule courses cannot be repeated for credit. For a course that is repeated only one credit will be awarded and the higher grade earned will be calculated into the student's GPA. Each class will show on the student's transcript. Some elective courses (as indicated) are repeatable for credit.

COURSE DROPS

Yearlong courses cannot be dropped mid-year. The expectation is that the student is entering into a year-long contract by signing up for a year-long course and will fulfill that time requirement. Students who want to drop any semester long course past the first 5 days of a semester must have administrative approval. This may require a meeting with your parent, a principal, your counselor and your teacher. Any class dropped after 5 days may receive a withdraw fail on the student's transcript. Any class that a student is removed from due to discipline may also receive a withdraw fail.

CLASS CHANGES SCHEDULE CHANGES

During the first two (2) days of the semester only gaps and errors in schedules will filled/changed. During the remaining two (2) days of schedule changes, an elective change form will be available in the counseling office. This form requires the signatures of your elective teachers to both drop the old class and add the new desired course. Additionally, core class change-forms are available only from your counselor and

require a parent signature. Counselors and administrators reserve the right to deny ANY schedule change requests.

Class changes will only be conducted for academic purposes or if required by the administration. Class changes will not be made to accommodate student's preferred teacher or for preferred lunch.

Students will not be granted schedule changes to accommodate a different lunch period.

ADVANCED PLACEMENT AND ENRICHMENT COURSES

AP course curriculum is based on rigorous national standards. These courses are designed to challenge even the brightest students and require a significant amount of work and dedication both inside and outside of the classroom. The benefit of taking AP courses is enhanced readiness for college level work. Students should expect increased workload, expectations and homework in an AP course. Students who do well in AP courses frequently have increased success in college. Acceptance into Advanced Placement classes is by application.

Students who enroll in AP courses will have the opportunity to take the AP exam which corresponds to the course in which they are enrolled. A high score on the AP exam may lead to college credits from the university your child chooses to attend. AP test scores will be posted on student transcripts. We strongly encourage students who are enrolled in AP courses to take the corresponding AP exam. Families are responsible to cover the costs involved with AP testing. Some funds may be available through College Board and the State of Idaho to help pay the fee for students who receive free or reduced lunches at school.

AP courses are year-long courses and students must remain in the course for the entire year. Dropping an AP course before its completion may result in a Withdraw/Fail (W/F) grade on the student's transcript and a loss of the weighted grade in the student's GPA. Due to the rigor in AP courses students and parents must consider all factors in the student's schedule when choosing to participate in an AP course, particularly if the student plans to take multiple AP courses during a year.

Enrollment in an AP Course is a **yearlong commitment.** Students who drop an AP course at any time after the first 5 days of the school

year will receive a withdraw/fail (W/F) on his/her transcript. W/F grades factor into a student's GPA the same as a grade of "F."

A summer assignment is required for most AP courses. Students who do not complete the summer assignment will not be able to take the course.

AP courses are intended to be a challenge for even the brightest students. The goal is to present information at a difficulty level and pace that is comparable to what students will experience in college.

Students earning a grade of "A," "B," or "C" will receive a weighted grade on their transcript. Grades of "D" or "F" do not receive any additional weighting. If extraordinary circumstances require that a student be dropped from an AP course at semester, that student will lose the weighted grade and AP designation for the 1st semester.

If a student is not being successful in an AP Course, a meeting will be held with the student, parent, teacher, counselor, and administrator to determine if continuing in the class is in the best interest of the student.

AP Exams are offered at CHS in early May. Taking the AP Exam is not required but it is highly recommended. There are fees to take an AP exam. Funding is currently available from the College Board and the State of Idaho to offset fees for students who receive free/reduced lunch at CHS. Students can make payments throughout the year towards their AP exams. Additional financial assistance may also be available and students are directed to see their counselor for details.

Students must plan on an EXTRA 3-5 hours of homework per week for EACH AP course. Please consider your other obligations and commitments before signing up for an AP course. Students enrolled in multiple AP courses may have overlapping coursework due dates and exams on the same day. Plan accordingly.

There are also many ways for students to take enrichment classes and concurrent high school/college credit classes during the school day. Please see your counselor.

Full details regarding AP courses and testing is available in the Caldwell High School Advanced Placement Brochure.

CORRESPONDENCE AND ONLINE COURSES

According to the Caldwell School District policy, a student may enroll in correspondence or on-line courses for the purpose of meeting high school graduation requirements. All courses must be pre-approved by either CHS administrators or counselors.

ACADEMIC RECORD

All class final grades and standardized test scores will be reported on a student's academic record. The registrar sends out transcripts to post-secondary institutions for students or graduates. At least two school days advance notice is necessary.

GRADING SYSTEM

Teachers are instructed to utilize the following standards as letter grades:

98 - 100	A+
94 - 97	A
90 - 93	A-
88 - 89	B+
84 - 87	B
80 - 83	B-
78 - 79	C+
74 - 77	C
70 - 73	C-
68 - 69	D+
64 - 67	D
60 - 63	D-
0 - 59 Failure	F

(I) = Incomplete work- no credit may be given until completed.

GRADE REPORTS

Teachers will give each student mid-quarter, quarter grades. The parent can expect a grade report from Caldwell High School approximately every five weeks. Semester grades will be mailed home.

SEMESTER TESTS

All students are required to take final examinations or participate in a final project in order to be eligible to receive credit for a class.

Re-scheduling of final examinations will be considered only if emergency circumstances exist. Requests for the taking of final examinations at a time other than finals week shall be submitted one week prior to the test administration and must be approved by the student's counselor and the Administration.

If a student is unable to take a final examination due to illness, injury, or family emergency, the

family will be required to notify the student's counselor as soon as possible and prior to the test administration.

DETERMINATION OF CLASS RANK

No valedictorian and salutatorian shall be announced or made public in any way. In place of this, the students with the top ten GPA in the graduating class shall be acknowledged.

Determination of class rank shall be by use of the following method recommended by the National Association of Secondary School Principals.

A	4 points per unit of credit
B	3 points per unit of credit
C	2 points per unit of credit
D	1 points per unit of credit
F	0 points per unit of credit

Students taking AP courses receive credit on a five-point weighted scale.

All subjects for which a letter grade is assigned other than those indicated by P or F (those selected by seniors as pass-fail) and for which credit is allowed, shall be used in computing the class rank.

Courses graded satisfactory (P) or unsatisfactory (F) include aide positions, cooperative work experience, office practice, PLATO credit recovery, and cadet teaching.

HONOR ROLL

To be on the Honor Roll a student must:

1. Be enrolled in at least four courses where a letter grade of A, B, C, D, or P is given.
2. Achieve a grade point average of 3.5. Honor roll will be calculated on the semester grade. The principal will release and make public an honor roll at the end of each semester.

NATIONAL HONOR SOCIETY

The PSI OMEGA CHAPTER of the National Honor Society inducts new members each spring. Any eleventh grade student who has an accumulative grade point average of 3.4 or better is eligible for membership. Eligible students are notified in March. To be considered for membership, they are requested to fill out an activity form listing school, community, and job activities.

A list of juniors who meet the above requirements is then presented to the faculty, who evaluate students based on service, leadership, and character. The final decision for membership is then made by a faculty committee who look at both the faculty evaluation and the

student's involvement in activities. The new members are notified in May. Members must maintain the high standards of the Honor Society: scholarship, leadership, character and service.

GUIDANCE SERVICES

Caldwell High School offers a comprehensive guidance program that is available to every student. Counselors can help students make better-informed choices regarding education, values, friends, lifestyle, work and other personal concerns. Students are encouraged to come to the guidance office during free time or make an appointment. The counselors will initiate group and individual conferences to discuss special concerns and to share general information.

In their relations with a counselee, the counselors will respect the integrity and guard the welfare of the counselee.

The counselors regard the professional confidence as a trust and will not reveal such confidences without the counselee's permission except when there is clear and imminent danger to an individual or to society.

SCHOLARSHIPS

Information on scholarship opportunities may be obtained from the Caldwell High School Counselors.

WITHDRAWAL AND REGISTRATION PROCEDURES

Parents/Guardians must contact the school registrar to withdraw or register a student.