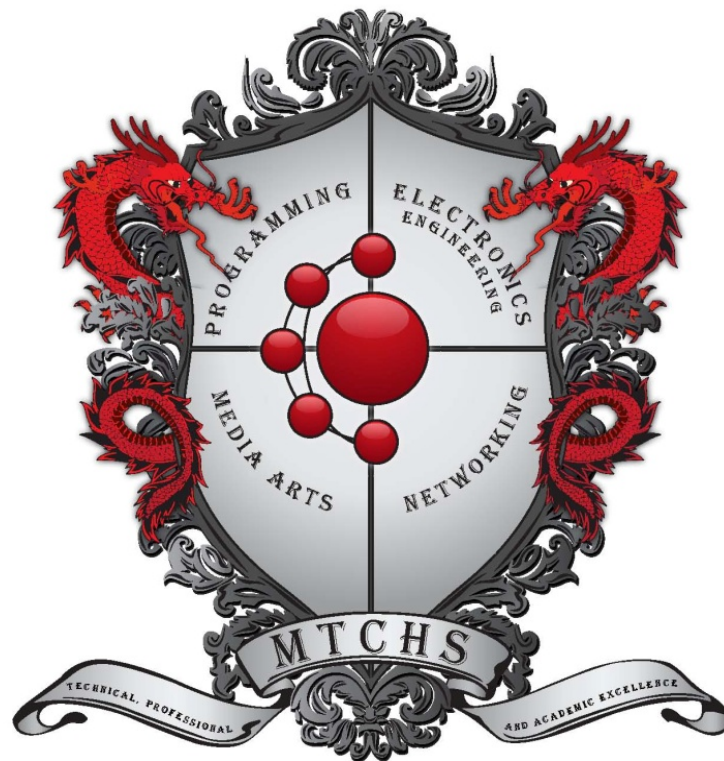


Meridian Technical Charter High School

Student-Parent Handbook 2016-2017



TECHNICAL, PROFESSIONAL, AND ACADEMIC EXCELLENCE

Technical, Professional, and Academic Excellence

STATEMENT OF PHILOSOPHY: MERIDIAN TECHNICAL CHARTER HIGH SCHOOL

VISION STATEMENT

The Meridian Technical Charter High School, Inc. employs the best practices and innovations of today and tomorrow to provide a progressive educational experience for every student. We envision the lifelong application of learning, coupled with intelligent risk taking, to challenge and encourage participation as a productive member of the community and global society.

OBJECTIVES:

- A safe environment conducive to learning is provided.
- The basic character traits of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized.
- Students will communicate effectively in all modalities.
- Students are qualified to enter academic or vocational post-secondary educational programs.
- The students are competent in the use of current technology.
- Students become lifelong learners.
- Students are empowered to become self-motivated and self-directed learners that envision their future opportunities.
- Work ethic, professionalism and customer service are integrated into the curriculum.
- A technology-training academy to teach information technology to teachers and adults throughout Idaho is provided.

BOARD OF DIRECTORS

Wally Hedrick, Chairman
Larry Andrews, Vice Chairman
Shelley Redican, Clerk
Janet Calinsky
Staci Low
Dr. Bob Haley, in memoriam, (1940-2011)

Contact MTCHS Board of Directors at the following email address: schoolboard@mtchs.org

ADMINISTRATION

Randall Yadon, Charter Administrator & Principal
Email: randy.yadon@mtchs.org
3800 N. Locust Grove
Meridian, ID 83646
Phone: 288-2928
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Website: <http://www.mtchs.org>

School Mascot: Dragon

School Colors: red, black, and silver

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MERIDIAN TECHNICAL CHARTER HIGH SCHOOL HANDBOOK

This handbook is presented to familiarize students, parents, and guardians with the policies and guidelines of the Meridian Technical Charter High School, Inc. (MTCHS) and to provide general information about the school and the purpose for which it was designed. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school. For any policies not defined by the MTCHS handbook, the Joint School District #2 Policy will be followed. Enjoy your time at Meridian Technical Charter High School.

Each student is expected to respect the rights and privileges of other students, teachers, and guests. Students shall exercise their rights responsibly and in compliance with the guidelines established for the orderly conduct of the school's educational mission.

SECTION I: CREDIT REGULATIONS/GRADING/ACADEMICS

To receive credit, two criteria must be met:

- "A", "B", or "C" on all work AND
- Competencies in each class must be passed. A student who fails a competency must pass the competency within two weeks of the initial failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency.

GRADING SCALE

A= 90 -100
B= 80 - 89
C= 70 - 79
NC= 0 - 69

If the final grade for a semester in any class is an NC (No Credit), that class must be retaken before the next school year resumes or the student may not return to MTCHS. The grade for ANY class must be a letter grade of "C" or better (70% or greater if percentage is given). The final grade for the repeated class must be submitted to the school counselor by the educational institution no later than August 15 of the current year before credit can be given and the student can return to the school. If a student fails a technology class (Computing and Internet Core, Electronics, Hardware and Electronics, Design and Development, Technology Tools, or any pathway technology class), he/she will not be allowed to return to MTCHS.

Incoming 9th grade students requesting to take a higher level class than what is typically offered, must have a transcribed grade of "B" or higher in the prerequisite 8th grade credit class. (i.e. middle school Spanish 1A/1B needs to have a "B" or higher in order to take Spanish 2A/2B online as freshman). (Revised 7/11/16)

No more than 4 credits will be accepted from an outside institution prior to senior year. (Revised 7/11/16)

Students must have an A, B or teacher recommendation before enrolling in an advanced math class.

MTCHS GRADUATION REQUIREMENTS

All classes must have a minimum of a "C" or 70%.	Fall 2009 And Beyond
English	8
Math (Algebra 1 or higher and 2 credits in the senior year)	8
Speech	1
Science (4 lab)	6
American Government (Social Studies)	2
Humanities (Interdisciplinary, Fine Arts or Foreign Language)	2
U.S. History (Social Studies)	2
Economics (Social Studies)	1
Health	1
Technology at Junior level and above Electronics and Engineering, Programming, Networking, Media Arts	10
Citizenship & Professionalism	4
Junior Internship Preparation	1
Electives	10
Senior Seminar	1
Senior Internship	4
Total needed for graduation:	61

http://www.sde.idaho.gov/site/hs_grad_requirements/

ADDITIONAL GRADUATION REQUIREMENTS INCLUDE:

- **Class Competencies**
Competencies in each class must be passed. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency
- **Post-Secondary Placement/Entrance Exam**
All juniors and seniors are required to participate in these tests as offered through MTCHS.
- **Idaho State Achievement Test (ISAT)**
Students are required to demonstrate basic achievement in language, reading, and mathematics by achieving a passing score on each section of the ISAT 10.
- **Senior Project**
All seniors are required to complete a senior project with a passing score as outlined by Meridian Technical Charter High School.

ADVANCED MAKE-UP WORK: when a student knows he or she will be absent, he or she is responsible for arranging make-up work prior to the absence. All assignments must be completed upon return.

LATE WORK: Students may receive no more than a 70% for any late assignment. Late work policies are defined by individual instructors in course syllabi. No late work will be accepted after the end of grading terms such as quarter and semester. Any late or missing assignment will be scored based on original scoring. If the student earns a 70% or higher, then the student will receive a 70% on the assignment. If the student

earns less than a 70%, he/she will earn that percentage. Extenuating circumstances will be dealt with by individual teachers.

MAKE-UP WORK: students may be allowed up to two days per unexpected absence to complete make-up work. Unexpected absences are those due to sudden illness, injuries or death in a family. Assignments or tests, which were assigned prior to the date of the absence, are due upon return.

REDOING WORK: If a student receives below a 70% on an assignment, a student may redo that assignment for a grade up to 70%. Individual teachers will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful completion of course work and competencies for each semester of work. At MTCHS credit is not awarded for "seat time". One semester of work may be completed in any length of time.

Credit will be accepted with the following provisions:

- Credit will only be accepted for high school courses completed at an accredited high school.
- Petitions for acceptance of credit outside the scope of the accredited program at MTCHS must be approved by the school administrator. Courses that do not meet standards may be accepted for elective credit. School officials must receive correspondence and/or online credits two (2) weeks before graduation exercises for the current year or the student will not be allowed to participate in graduation ceremonies.
- Students may receive no more than two credits from any other institution for senior year class requirements.
- Students may receive dual/concurrent credit for approved college/university classes. School administration and teaching faculty shall work with institutions of higher education to determine appropriate classes, curriculum, credit conversion, and articulation. A current list of available dual/concurrent credit options shall be maintained in the high school counselor's office.
- Students transferring into the school will have their transcripts reviewed by school administration and counseling. Students transferring to MTCHS must retake any class for which they received a "D" or "F" and pass with a "C" or higher.
- Students must attend MTCHS for two semesters in order to graduate from MTCHS.
- Speech competencies are taught in grades 9-12; speech credit will be awarded at end of the senior project.

ADDING/DROPPING CLASSES

If a student drops a subject after having been enrolled in a semester class for ten (10) school days, and five (5) for a quarter class, the subject will be recorded on the record with an automatic "NC" "No Credit" grade for the semester (exception: staff approved changes for more appropriate student placement).

When a student desires to change his/her schedule or drop a class, the student must do the following:

- Contact the school counselor
- Complete schedule change/class drop form
- Return form to counselor's office

CHANGING TECHNICAL PATHWAYS

The philosophy at MTCHS is to provide students a stepping stone to work and/or post-secondary instruction. It is clear our students are not necessarily choosing a career for life, but a skill set or trade that will help them in the future. A critical component of the MTCHS experience is the Senior Internship, for which students must master a set of skills in order to successfully perform in this setting. For this reason, changing pathways is discouraged. Students' current technical skills, aptitudes, and interests are measured and evaluated by MTCHS staff during the freshman and sophomore years to help effectively place each student in the most currently suitable program of study/pathway. Students wishing to change pathways must do the following:

- Contact the school counselor
- Complete schedule change/class drop form
- Complete pre-requisites as outlined by new pathway instructor

Students changing into a new pathway will be required to complete all course(s)-related assignments, projects, and competencies as outlined by the pathway instructor. Students must be current toward graduation to begin the internship. Pathway changes will be considered on a case-by-case basis and must have the final approval of both pathway instructors and principal.

HONORS COURSES

Honors credits are available for selected courses. Consult with the respective teacher.

- To qualify for honors credit in mathematics, a student must be enrolled in a math course at least one year ahead of what is traditionally expected at that grade level.
- To qualify for honors credit in English, a student must complete criteria designated by the instructor.
- To qualify for honors credit in physics, a student must complete criteria designated by the instructor.

PROFESSIONALISM AND CITIZENSHIP

Each student will receive a grade in professionalism and citizenship. If a student is failing on any Report Card prior to S2, they will receive a letter outlining what the student needs to accomplish to pass. This grade will be P/F. If the students are failing at the end of the year, they will have to appear before the board to remain at MTCHS. Grade Level Team Teachers will assign this grade. The grading rubric for this citizenship and professionalism grade can be found on the MTCHS website. Grades will be composed of the following:

- Community Service
- Professional Dress
- Fitness and Activity Days
- Student/Employee Review
- Compliance with all school policies

RECOGNITION OF HONOR STUDENTS

Members of National and National Technical Honor Societies will be recognized with honor stoles at the commencement ceremony.

SECTION II: STUDENT ATTENDANCE

Each student will be allowed 30 hours of absences each semester. This includes illness, accident, professional appointments, trips, bereavement, and religious observances. Seniors with absence of more than 30 hours in one semester must appeal to the Board of Directors in order to participate in graduation ceremonies. Students with more than 30 hours of absences in any one semester must write a letter of appeal to the school board explaining their circumstances. Students with more than 30 hours of absences for the semester may or may not receive credit based upon the final decision of the MTCHS Board of Directors. Students with more than 5 hours of absence or five (5) missed classes in any one semester class are required to meet with the Charter Administrator and may be required to serve detention time in order to receive credit. Students with more than 7 hours of absence or seven (7) missed classes in any one semester class must appeal to the MTCHS Board of Directors in order to receive credit in that class. Students with more than 7 hours of absence in any one semester class may or may not receive credit based upon the final decision of the MTCHS Board of Directors. Appeals will be reviewed at the end of each semester.

ABSENCES ON THE DAY OF AN ACTIVITY

A student who is absent during any part of the day of an evening performance or function may not participate in that performance or function.

LEAVING CAMPUS

Students may not leave campus during the school day without first signing out at the office. Parents must sign out students under 18 years of age. Seniors who leave daily for internship must sign out with the Work Based Learning Coordinator.

SEMESTER TESTS

No semester tests will be given early unless arranged by the instructor and Charter Administrator.

TARDY POLICY

It is our focus at MTCHS to prepare students for success in the business world. One important criteria local business promotes for employee success is timeliness. Our tardy policy is designed to reflect local business practices. Tardiness is defined as an unexcused late arrival (within ten minutes) to class. For each tardy incurred, fifteen minutes (15) will be deducted from the student's total allotted absence time. Tardies after ten minutes (10) will be considered a tardy-late.

For each tardy, students will be assigned a tardy-makeup. Tardy make-up must occur within 2 subsequent days of the tardy. Tardy make-up can be done before and after school or at lunch. Students who have in excess of five or more tardies may face additional administrative discipline.

TRUANCY

Truancy occurs when a student is absent from any class without previous consent or knowledge of the parents or an appropriate school official. Repeated truancies may result in expulsion from school. Any pupil is habitually truant who, in the judgment of the Board of Directors, repeatedly has violated the attendance regulations of MTCHS or any child whose parent(s) or guardian(s) failed or refused to cause such child to be

instructed. Instructional time due to truancy will be made up at the administrator's designated detention. Instructional time missed due to truancy will continue to accrue toward the maximum 30 hours per semester.

Perfect Attendance

Perfect attendance is no absences and no tardies.

SECTION III: STUDENT CONDUCT

No student shall willfully and/or maliciously engage in harassment or intimidation of another person, their race, color, religion, gender, ancestry or national origin. All students shall feel safe from possible injury, damage, destruction or defacement of real or personal property, and shall not feel threatened by word or act. Nor shall any student physically or verbally assault another person. Students are expected to use good judgment in their actions and activities while at school. The following items will not be tolerated and will usually result in a parent conference, suspension and/or expulsion from school, and are subject to legal consequence. Unacceptable Behavior may include but is not limited to the following:

- Incurability
- Fighting, challenging to fight, or encouraging others to fight
- Vandalism to school property and misuse of vending machines. Misuse of vending machines will be dealt with by the MTCHS discipline referral policy and students' names can be given to the vending machine owner for prosecution
- Bullying
- Harassment
- Theft or possession of stolen property
- Causing the evacuation of the building
- Unacceptable conduct in the halls, classroom, school grounds, on the bus or at school activities
- Inappropriate showing of affection (this includes but is not limited to clinging, kissing or groping) in the halls, school grounds or school activities
- No physical contact during class
- Improper use of network functions or inappropriate use of computer equipment
- Objectionable literary or pictorial materials. This includes material displaying or advertising alcohol, tobacco or drugs or inappropriate sexual content
- Inappropriate comments such as abusive, vulgar or racial language in the halls, classroom, school grounds or on school activities
- Use or possession of objects and/or materials, which pose a threat to the students, this includes, but is not limited to: water balloons, eggs, pennies, squirt guns, snowballs, roller blades, skate boards, laser pens, etc.
- Possession/distribution of alcohol, drugs, controlled substances, and tobacco
- Withholding information of activities that could or did disrupt the educational process
- Lying or interfering with administrative investigations
- Cheating: All parties involved will receive a zero.
 - Students are required to generate original work on projects and assignments. Any other work not generated by the student (or project group) will be considered cheating, which includes but is not limited to:
 - photocopying or scanning another student's work
 - plagiarism of any kind
 - downloading another student's work from the network or internet and turning it in as original work
 - copying and pasting website information into student's document without APA citations
 - copying answers from another student
 - reasonable suspicion by a teacher
 - Students caught or suspected of cheating will be dealt with according to the Meridian Technical Charter High School Discipline Policy.

STUDENT BEHAVIOR MANAGEMENT PROCESS

Students who violate any policies will be given due process through the student behavior management process.

STEP 1: STUDENT/ADMINISTRATOR MEETING: A conference will be held with the student and the administrator. The parents will be notified by teacher and/or Charter Administrator.

- Student conduct will be reviewed
- Student referral form will be filled out
- An action plan to redirect student behavior will be determined
- A copy of all forms will be given to parents
- A Step 1 referral action will be in effect for 9 weeks.

STEP 2: If another referral to the office is received within the 9 weeks period of Step 1, students may appear before school court. The Charter Administrator, in consultation with the staff, will determine if the student is to appear before school court after the Step 2 violation. If the student doesn't appear before school court after the Step 2 violation, the Charter Administrator will place the student on a behavior contract. School court will include teachers, administrator, counselor and parent.

If the student is allowed to remain at the Meridian Technical Charter High School, Inc., a behavior contract will be written. The behavior contract will be between the student, parent and administrator. The student must earn contracted points to be removed from Step 2 and returned to Step 1.

Any behavior contract not completed in 9 weeks will be considered a violation of the contract. Another referral to the office during these 9 weeks will also be considered a violation of this contract. Should any of the terms of the contract be violated, the student will automatically be released from Meridian Technical Charter High School and asked to return to the home high school. Any student receiving a referral during the last 9 weeks of school will have the referral contract carry over to the next school year.

SCHOOL COURT/PROCEDURAL DUE PROCESS:

- Convene a panel including current teachers, administrator, counselor, parent, and student. Former teachers need to inform Charter Administrator if they wish to attend
- Charter Administrator will review discipline and current grades
- Teachers will review student behavior, attitude, and performance in class. The panel will allow student and parent to present their point of view and make any statements they desire
- Student and Parent leave the room
- Team then deliberates and makes one of the following recommendations to the Charter Administrator: behavior contract or removal from MTCHS. Charter Administrator will make final decision with input from team
- Teachers are dismissed from the meeting
- Charter Administrator and counselor share results with student and parent

ZERO TOLERANCE

This policy will be in effect while on the property of a public or private school or in those portions of any building, stadium or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or

participating in a school sponsored extra-curricular or academic activity off school grounds. Students in violation of any zero tolerance guidelines will be recommended for expulsion and referred to the appropriate authorities. The duration of the expulsion may be for the remainder of the semester; or if occurring in the second semester, the student may be recommended for expulsion for the next semester (In compliance with Idaho Code 33-205).

ALCOHOL/CONTROLLED SUBSTANCES: Students are forbidden to distribute or sell alcoholic beverages or controlled substances on or near district property during school hours or at a school sponsored activity. Alcoholic beverages include but are not limited to: beer, wine, wine coolers, and liquor. Controlled substances include but are not limited to any drug obtainable with or without a prescription, that can be used in a manner dangerous to the health—marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens. Any student involved in the distribution or selling of alcoholic beverages or controlled substances will be referred to the expulsion committee (see appendix D)

ARSON: The malicious burning of or attempt to burn school property will result in referral to the Meridian Technical Charter High School, Inc. expulsion committee.

BOMB THREAT: Placing/detonating a bomb, calls or written threats of bombs will be investigated by school administrators and local police officer. Any student involved in these threats will be referred to the expulsion committee.

VERBAL OR WRITTEN THREATS: Verbal threats, including those made by telephone, electronically transmitted, or written threats of any type against school or individual(s), will be investigated by school administrators and a resource officer. Any student involved in these threats will be referred to the expulsion committee.

WEAPONS: Students in violation of any zero tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester, the student may be expelled for the first semester of the next school year (policy 502.11). Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. Zero tolerance offenses include: alcohol/controlled substance, arson, explosive devices, verbal and/or written threats, weapons (includes but is not limited to: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals).

SECTION IV: GENERAL INFORMATION

Activities

Students who are not passing all classes at time of an extra-curricular activity registration, or are not in "good standing" as determined by MTCHS policy and faculty, may not participate in local, state, national or otherwise specified competitions or activities as outlined by organizational rule or by-laws. Students participating in extra-curricular activities or clubs at MTCHS or their home high school are responsible to meet all district or specific institutional requirements for participation.

ANIMALS

No unauthorized animals are allowed at school. Animals for special projects may be brought to school with prior permission of the administration.

ACCESS TO STUDENT RECORDS (In compliance with the Family Rights & Privacy Act of 1974)

Parents or students have the right to:

- Inspect and review the student's records;
- Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's rights or privacy
- Consent to disclosure of personally identifiable information contained in a student's educational records, except to the extent that the Act and its regulation authorize disclosure without consent.
- File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act.
- Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met.
- Request a due process hearing regarding contents of records; and
- Be informed of the cost of copies should copies be requested.

CAPS AND GOWNS

Each graduating senior will be required to purchase his/her own cap and gown in the school colors.

CELLULAR PHONES AND ELECTRONIC DEVICES

Telephones are for student use during passing periods, breaks, and lunch only. Students will not be called out of class to answer the telephone. Phone messages will be taken for students only in case of emergency. Personal cell phones or electronic communication devices must be left off during class time. If a cell phone rings or goes off during class, it will be confiscated until the end of the day. **Any time a student or the student body is asked to not use electronic devices, the visible device may be confiscated.** On the first offense the device will be confiscated and returned to the student at the end of the day. On the second offense it will be confiscated and returned to the parent. The student behavior management process will be followed beyond the second offense.

Students are not allowed to communicate with staff on the staff's personal accounts or phone numbers. All communication from the student to the staff should be through the staff's MTCHS account.

CLOSED CAMPUS

Once a student arrives on campus, he/she is to remain on campus. Exceptions to this are eleventh and twelfth grade students at lunch. Eleventh and twelfth grade students are allowed to leave campus during lunch; this is the only exception. If a ninth or tenth grade student leaves campus without permission during lunch, disciplinary action will be taken. The minimum action will be detention. If an eleventh or twelfth grader transports a ninth or tenth grader off campus at lunchtime, the upper classman will lose his/her privilege to leave campus at lunch for the remainder of the semester.

COMPUTER/NETWORK ETIQUETTE (See Appendix B)

Student logins on the school's network, the use of personal electronic devices, and computing devices are considered a privilege, not a right. Students are expected to use all technology for school purposes only. They are allowed to save documents only to their home directories on the network and other drives as specified by their teachers. Violations will result in consequences according to Charter School Policy and may result in legal prosecution according to Idaho State Code (section 18-2201 and 18-2202). If the guidelines are violated, students will, at a minimum, lose their computer privileges. Consequences may include but are not limited to:

- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- No electronic devices (PDA's MP3s, personal laptops, CD players) for a minimum of 5 days
- Step Referral
- And/or receive further disciplinary or legal action.

Students will be required to use the school's networked computers and/or the Internet.

CONFLICT RESOLUTION

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher/employee for resolution. If the matter is not resolved, a conference with the Charter Administrator may be requested. If the complaint cannot be resolved with the help of the Charter Administrator, the party with the complaint will present its complaint to the MTCHS Board of Directors. The MTCHS Board of Directors will offer the final ruling and/ or remedy.

DAILY DRESS AND GROOMING

A degree of modesty as befits a school or professional institution is expected:

- Dress, skirt, and shorts hemlines are not to be less than fingertip length (mid-thigh) above the knee
- Clothing must cover stomach, back, chest, shoulders, cleavage, buttocks and undergarments (no tank tops or muscle shirts)
- Pants must have no holes, frays, and fit appropriately
- Underwear must not show; pajamas and boxers as outer garments, may not be worn
- Hats, headbands, hoods, bandanas, or other head coverings are prohibited
- Clothing depicting the use of alcohol, drugs, profanity, sexual innuendo, or unprofessional language are strictly prohibited
- Clothing with language or symbols that discriminate on the basis of race, color, national origin, religion, sex, age, disability, or sexual orientation is prohibited
- Any clothing, body jewelry or tattoo that disrupts learning is prohibited
- Chains, hanging belts, spiked clothing, or clothing indicative of gang clothing is prohibited
- Transparent or "see through" garments may not be worn
- Shoes must be worn at all times; slippers may not be worn
- Sunglasses, or any accessory covering the eyes may not be worn in the building
- Attention to personal hygiene is expected: combed hair, hair cut or pulled from the eyes at all times, showered, minimized body odor, and neatly shaven or trimmed mustaches and beards

Students dressed or groomed inappropriately will be asked to change immediately. In areas of appropriate dress and grooming the Charter Administrator will be the final authority.

DISCRIMINATION

The Meridian Technical Charter High School does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

ELECTRONIC GAMING AT SCHOOL

MTCHS recognizes the importance of the gaming culture in society today and also recognizes the value of educational video games. Educational video games, as approved by MTCHS staff and administration, are often used in the educational setting. Unauthorized gaming, as determined by MTCHS staff and administration, is not allowed at school. School equipment and networks may not be used for this purpose. Students who bring personal electronic gaming devices or laptops to school must adhere to all acceptable use policies. Consequences for violating this policy may include but are not limited to:

- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- No electronic devices (PDA's MP3s, personal laptops, CD players) for a minimum of 5 days
- Step Referral
- And/or receive further disciplinary or legal action.
- Students will be required to use the school's networked computers and/or the Internet.

EMERGENCY ADMINISTRATION OF MEDICATION

Students with special health needs may carry and/or self-administer emergency medication for life threatening conditions in accordance with Idaho Code and district procedure governing the use of self-administered emergency medications. In case of life threatening medical conditions, a school secretary or designee may administer emergency oral, rectal, and/or injectable medication to any student in need thereof on the school grounds, or in the school building, according to the standing order of the district physician or the student's private physician. In the absence of a school secretary or designee, an administrator or designated staff member who has completed training in assisting with medication, may give emergency medication to students. There must be on record a diagnosed medical condition that requires prompt treatment to protect the student from serious harm or death. Student health and safety is a primary concern of all employees. It is district procedure to have medications kept and dispensed in the secretary or designee's office.

EMERGENCY RESPONSE & LOCKDOWNS

Periodically, it is necessary to practice emergency school lockdowns, egress, evacuation, and loss of power exercises in accordance with the MTCHS Emergency Response Plan. The MTCHS Emergency Response Plan and Procedures can be found on the school's website and is updated annually.

FIRE DRILLS

Fire drills are held each month in accordance with state requirements. They are for everyone's safety and students are expected to treat them accordingly. Use appropriate exits. See fire drill exit route maps posted in each classroom.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long it does not disturb the educational process of the school or is slanderous or threatens invasion of the rights of others.

ILLNESS AND INJURY

When students become ill or injured at school, they should go to the secretary or designee's office. A pass from the teacher is required, except in emergencies. Students will not be permitted to leave school without permission from the parent or person specified on the medical consent form. Parents are requested to keep daytime phone and emergency contact information current. Being in the secretary or designee's office for longer than 20 minutes will count as a class absence, unless excused by the Charter Administrator or school secretary.

IMMUNIZATION POLICY

Idaho State Law (39-4801) requires students enrolling in all Idaho schools to provide proof of the following Immunizations based on date of birth:

Students born **after September 1, 1999 and through Sept. 1, 2005:**

- ▣ 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- ▣ 3 OPV or IPV (polio)
- ▣ 2 MMR (measles, mumps, rubella)
- ▣ 3 Hepatitis B

Students born **on or before September 1, 1999:**

- ▣ 4 DPT or DTaP (diphtheria, tetanus, pertussis)
- ▣ 3 OPV or IPV (polio)
- ▣ 1 MMR (measles, mumps, rubella)
- ▣ 3 Hepatitis B

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation or immunization at entry or re-entry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

JOB SHADOWING/INTERNSHIP PROFESSIONAL DRESS

Casual professional dress is appropriate for job shadowing or internships, which includes button-up shirt with collar and slacks. Slacks and blouse are acceptable for girls. Be professionally over-dressed rather than professionally underdressed, and check with the employer or work-based learning coordinator.

LOCKERS AND LOCKS

Lockers will be assigned at the beginning of the school year. Lockers should be secured at all times. The school carries no insurance for lost or stolen items and is not responsible for lost or stolen items. Students will use their assigned lockers. Changes in locker assignments must have the approval of the front office. Students must leave backpacks in lockers between 8:00 a.m. and 2:30 p.m.

LOST AND FOUND

Students are responsible for all personal items brought to school. The Meridian Technical Charter High School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office. If an item has been stolen, please contact the front office. If you lose or find articles of clothing, purses, wallets, etc. please check in the front

office. Material left in the office may be donated to charitable organizations for disposal at the end of each semester.

LUNCH

Students are to eat their lunches at the designated lunch area or on the patio. Food is to be eaten only in designated areas of the building (not in the parking lot). Students are not to remain in their vehicles or in the parking lot during the lunch period (i.e. listening to music, etc.). Food and beverages are not allowed in the classrooms or on carpeted areas of the school.

MEDICATION POLICY

Students who need to take prescription drugs or other medication during the school day must bring it to the office in the prescription bottle or original container. A consent form must be completed by the parent and be on file in the office for the medication to be given. Parents are requested to make the school aware of any student illness or medical problem that could affect their student's well-being at school. Junior and Senior students (only) may carry and self-administer one day's dose of over-the-counter (OTC) medication for routine medical conditions with written parental consent. Medication must be in original packaging or container. The required OTC medication form and procedure are available at the nurse's office or on-line. Students who fail to adhere to this procedure may be in violation of district drug policy.

MTCHS SCHOOL SCHOLARSHIP ACCEPTABLE USE POLICY

Periodically MTCHS distributes funds to recipient(s) of the Jana Nichols Scholarship with the intention that those funds be used for post-secondary training or education. The amount of scholarship money distributed is dependent upon monies raised through fundraising efforts and may vary from year to year. Post-secondary training includes one or two year technical programs, military training, or traditional baccalaureate programs. These funds may be used for tuition, textbooks, room and board, or supplies. MTCHS reserves the right to approve or disapprove the disbursement of funds for supplies not directly related to the cost of post-secondary training. The recipient of the scholarship will have one (1) year from the October 1st following the recipient's graduation to request and use the designated funds. If funds are not used by this deadline, the scholarship recipient(s) may appeal to the MTCHS school board for further extension. Funds will be disbursed by MTCHS directly to the institution on behalf of the scholarship recipient. Funds not used will remain in holding for succeeding recipient's use. Periodically money is donated to the school for completed student projects or other activities. Money donated towards a scholarship for student can be used for Meridian Technical Charter High School (MTCHS) school activities or be sent directly to a post-secondary institution. Request for funds to be sent to a post-secondary institution must be within two years after graduation. If funds are not requested within two years after graduation, the money will be transferred to the MTCHS scholarship fund.

OPEN STUDY LABS

The school provides additional study and learning opportunities beyond structured classroom instruction. Please review the open lab schedule and guidelines on the website for the times and places. Study labs are an excellent opportunity for students to maintain their schoolwork in a quiet environment with the support and

guidance of a MTCHS staff member. Study labs are optional, but MTCHS faculty may assign mandatory study lab time for underachieving students.

PARKING LOT

The Meridian School District and Meridian Technical Charter High School, Inc. assume no responsibility for theft or damage. Any damage that does occur with a vehicle should be immediately reported to the front office. For security purposes, students are not to be in the parking lot during classes or breaks. The exception is for 11th and 12th grade students who leave at lunch. Any student found in the parking lot during class time or break may receive disciplinary action. All students driving to school must register their vehicle(s) with the main office. Students who drive are required to purchase a parking pass and display it in their vehicle. Vehicles must be legally parked in the student parking section. All students driving to school must park in appropriate parking spaces designated for students. Vehicles must be driven in a responsible manner on campus. Inattentive or irresponsible driving will not be tolerated and will be subject to a fine and/or driving restriction. Inattentive or irresponsible driving includes, but is not limited to speeding, rapid acceleration, racing, burning tires, or making illegal turns. Students are expected to exit the parking lot by 2:45 p.m. daily. Driving to school is a privilege. Because public transportation is provided, the privilege of driving to school and parking on school grounds may be revoked.

PROGRESS REPORTS

It is the parents' responsibility to review students' progress in each class. Students' progress and teacher contact information are available online at www.mtchs.org. Parents will receive login and password information at registration so they may review student work online. No mid-term deficiency reports will be sent home. Parents who provide a valid email address to the school will be sent an electronic copy of their student's grades at 12:01 a.m. each Monday morning.

REPORTING THREATS/SAFE SCHOOL HOTLINE

Meridian Technical Charter High School takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to the Charter Administrator, counselor or other member of the school staff for investigation and follow-up.

RESPONSE TO INTERVENTION (RTI) & ADDITIONAL STUDENT SUPPORT

One of the core philosophies of MTCHS is to give all students every opportunity to succeed. Previously, the "Academic Accountability Plan" was in place to provide students with additional support and accountability. The MTCHS professional staff is currently revising this intervention model to more effectively increase student achievement and accountability. This three tiered process, known as *Response to Intervention*, is a work in progress and has replaced the former AAP plan. The final RTI plan will be shared with the MTCHS community at the beginning of the 2011-2012 school year.

SCHOOL HOURS & CAMPUS GUIDELINES

Instructional hours occur between 7:55 a.m. and 2:35 p.m. When the instructional day ends, students are expected to exit the campus in a timely manner; students are expected to exit the school and the school grounds, including the parking lot, by 2:45 p.m. daily unless they are under the direct supervision of MTCHS staff. Seniors are expected to exit the campus daily no later than 1:05 p.m. unless they are under the direct supervision of MTCHS staff. The MTCHS facility is unlocked and open to the public daily between 7 a.m. and 3:30 p.m.

SCHOOL INSURANCE

MTCHS does not provide medical insurance to automatically pay for medical expenses when students are injured at school or at school sponsored activities. The school will provide students and parents the opportunity for additional insurance coverage at a nominal cost. MTCHS does have basic liability coverage as required by the state of Idaho.

SEARCH AND SEIZURE

Philosophy: The Meridian Technical Charter High School, Inc. recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism. We support prevention, early intervention and appropriate referral. We will be involved in disciplinary action when needed.

Reasonable Suspicion: No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Charter Administrator or designee.

Authorized Personnel: Searches of pupil's person or his or her personal effects shall only be conducted by a certified employee, a police officer acting as an agent of the school, or the Charter Administrator of the school, which the student attends.

Witness: When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

Personal Searches: No search of a pupil should be conducted in the presence of other students unless no other options are available.

Failure to Cooperate: Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

Regular Inspection: School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. Lockers can be searched to maintain the integrity of the school environment and to protect other students. During these inspections, items, which are school property, may be collected. Students should not expect privacy of items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein. Unattended vehicles on school property and in public view are subject to general inspection. Illegal items or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety and security can be seized by school officials. All items, which have been seized, shall be turned over to the proper authorities or returned to owner.

Inspection of Vehicles: Dogs trained to locate the odor of controlled substances may be used to conduct general inspections of vehicles, which are unattended, and in public view on school property.

Illegal Items: Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to student safety or to the safety and security of others may be seized by school officials.

Disposition of Items: All items, which have been seized shall be turned over to the proper authorities or returned to the true owner.

Use of Trained Dogs: Subject to the following conditions, the Charter Administrator may authorize the use of trained dogs to locate the odor of controlled substances on school grounds:

- The dogs shall be certified as drug detection dogs.
- The Charter Administrator or the Charter Administrator's designee shall be present.
- Students shall not be in the immediate vicinity of lockers or vehicles being searched.
- All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

References

New Jersey vs. T.L.O. (1985)

Students will be free from unreasonable searches or seizures, and the administration shall provide for due process protection in all cases.

SCHOOL CLUBS & EXTRA CURRICULAR ACTIVITIES

Students who are not current toward graduation, or are not in "good standing" as determined by MTCHS policy and faculty, may not participate in local, state, national or otherwise specified competitions or activities as outlined by organizational rule or by-laws. Students participating in extra-curricular activities or clubs at MTCHS or their home high school are responsible to meet all district or specific institutional requirements for participation.

SELECTION OF STAFF SPEAKER AT COMMENCEMENT

The senior class will elect a member of the school faculty to deliver an address during commencement exercises. A copy of his/her speech must be submitted to the Charter Administrator no later than one week prior to commencement.

SELECTION OF STUDENT SPEAKER AT COMMENCEMENT

The senior class will elect one of its members who they believe would best represent the school. The elected student must be in good standing with the school and deliver a copy of his/her speech for approval by the Charter Administrator no later than one week prior to commencement. Discretion of the Charter Administrator may be employed for any reason concerning the elected student or the contents of the speech. The Charter Administrator may edit the elected student speaker's speech for content that does not align with the mission, vision, and philosophy of MTCHS.

STUDENT DRIVING POLICY, COMPLIANCE WITH IDAHO CODE 49-303

Students under the age of 18 are required by Idaho Code 49-303 to meet the enrollment and attendance requirements of the schools. Students must obtain Form FTAS-1 from the Charter Administrator in order to obtain a driver training permit. In the event a student fails to meet the enrollment and attendance requirements of the public schools, a written notification to the student and his/her parents will be issued to provide written notification of the schools intent to request that the ITD suspend the students driving privileges, whether or not the student is licensed. The student or parent/guardian shall have 15 calendar days from the date of receipt of the notice of Intent to Suspend to request a hearing before the public school Charter Administrator/designee for the purpose of reviewing the pending suspension of driving privileges. The hearing will be conducted within 30 days after the Charter Administrator/designee receives the request. Upon receipt of a Notice to suspend for Noncompliance with Idaho Code 49-303, the ITD will send via certified

mail a Notice of Suspension to the student. The Notice states the suspension will be in effect until the student complies with enrollment and attendance requirements or until the student reaches age 18. Students should contact the Charter Administrator to obtain a Letter of Compliance.

STUDENT HARASSMENT (See Appendix A)

It is the policy of this charter school/district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

TRANSPORTATION

When students leave for school-sponsored activities during the school day or meet at the school prior to leaving, they must utilize the school transportation to the activity and back. Students who utilize school transportation to an activity must return to school on school provided transportation. One exception to this rule is provided for those seniors who are working in an external internship. Students may ride home with their parents, provided one parent makes personal contact with one of the activity sponsors. For evening or weekend activities in the metro area students may drive their own vehicles provided they do not meet at the school first.

VISITORS

Students who are not members of the student body will not be allowed in the school building. Parents or other adults visiting the school are to check in at the main office. All visitors must secure a visitors badge at the main office. Idaho State Code Section 33-512 authorizes officers and school officials " to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds...[any person(s)]... who loiters in school houses or on school grounds..." This violation is a misdemeanor and may result in an arrest.

WITHDRAWAL FROM SCHOOL

If it is necessary for the student to withdraw from school, the student must have parent/guardian permission. The student should obtain a student withdrawal form from the office. The withdrawal form and textbooks/equipment must be presented to each of his/her teachers. The student must secure all signatures required on the form and turn the form in at the office. All email accounts, electronic storage, documents, network access, and associated privileges are disabled and or deleted on the exit date. It is the responsibility of the student to remove any documents or data from the network before the exit date. The withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time and may be cited for trespassing. A student wishing to withdraw and return to the traditional high school should wait until the end of a grading period.

APPENDIX A: STUDENT HARASSMENT

It is the policy of this charter school/district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Students attending MTCHS are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Prohibited from sexually harassing other students; and
- Required to report in writing, to the school Charter Administrator or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and conduct off school premises that has an adverse effect upon a student's educational environment.

Definition of Harassment: Harassment is defined to include verbal, written, graphic or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

- Has the purpose or effect of creating an intimidating or hostile environment.
- Unreasonably interferes with an individual's educational performance.
- Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

- Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious, beliefs, ethnic background or disability;
- Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
- Criminal offenses directed at a person because of their race, sex, color, national, origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

Definition of Sexual Harassment: Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subjected to unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities. Occurring when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in the educational process;

- Submission to or reflection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

- Verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
- Sexually motivated or inappropriate touching, unwelcome physical contact, or pinching;
- Sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
- Unwelcome behavior or communications directed at an individual because of his/her gender;
- Stalking or unwelcome, sexually motivated attention.

Reporting Procedures:

- Any student, and/or parents of a student who believe the student is being harassed should immediately report in writing the situation to school personnel.
- Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building Charter Administrator immediately. In the event the complaint involves the Charter Administrator, the matter must be immediately reported to the MTCHS Board of Directors.
- Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
- Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the Charter Administrator.

Investigation: When a report of harassment is received by the Charter Administrator, immediate steps will be taken to do the following:

- Obtain a written statement from the complainant regarding the allegations;
- Obtain a written statement from the accused;
- Obtain written statements from witnesses, if any; and
- Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation or the Charter Administrator may conduct the investigation. The investigation should be completed within ten (10) workdays. In the event the complaint involves the Charter Administrator, an independent investigation will be completed by an individual or individuals not employed by the school district and appointed by the board members.

Disciplinary Action: If the allegation of harassment involves a teacher or other school employee, the Charter Administrator will submit the report of the investigation to the MTCHS Board of Directors. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender. If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender. In the event the investigation discloses that the complaint 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. In the event the harassment involves violent or other conduct that could be reasonably considered to be criminal in nature, the Charter Administrator will refer the matter to the local law enforcement agency.

Protection against Retaliation: Retaliation will not be tolerated. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

Confidentiality: Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

Record of Allegations: This district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

DEFINITION OF SEXTING: Sexting is the distribution of sexually-explicit or sexually-suggestive images using an electronic device.

A. Students engaged in sexting are subject to:

1. Notification of parents
2. Notification of police
3. Other appropriate disciplinary action

B. Any form of harassment related to sexting is strictly forbidden.

APPENDIX B: COMPUTER/ELECTRONIC DEVICE/NETWORK/INTERNET USE

The Internet can be a unique and valuable tool that supports the education of students at Meridian Technical Charter High School. The Internet provides access to information in millions of files worldwide. Its proper use can open new opportunities for research and communication. With those opportunities come the disadvantages or dangers of access to information that may not be appropriate in the school. The Meridian Technical Charter High School will make every possible effort to limit improper use and to shield users from access to inappropriate materials. Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All network/internet users are expected to use the network for purposes appropriate to the educational environment at all times. Student logins on the school's networks, the use of personal electronic devices, and computing devices are considered a privilege, not a right. Students are expected to use all technology for school purposes only. They are allowed to save documents only to their home directories on the network and other drives as specified by their teachers. Students are responsible for all files and programs stored in their directory. While every attempt is made to ensure all technology is used for school purposes, MTCHS is not responsible for monitoring any content that is accessed by students on private or non-MTCHS networks, including cell phones and all other electronic devices.

Laptop Policy:

- Each student is assigned and responsible for a school laptop.

- Each student shall use school laptops for school-related and education purposes
- Each student is responsible for the cost of repairs or the value of the laptop if damaged beyond the cost of repair as determined by MTCHS technical staff and administration.
- Students may not use another student's assigned laptop.
- Students must use software programs as required by MTCHS to complete curricular assignments.
- Sophomore, junior, and senior students may earn the privilege of bringing their personal laptops if they are "students in good standing", free from discipline or attendance violations, and have signed the MTCHS Personal Laptop Acceptable Use Guide.
- Freshmen students may earn the privilege of bringing their personal laptops at the beginning of the second semester, if they are "students in good standing", free from discipline or attendance violations, and has signed the MTCHS Personal Laptop Acceptable Use Guideline.
- During the day, laptops may be carried in a standard messenger bag (13x18x4) and shall not be kept in any backpacks
- Students with bags larger than a standard messenger bag (13x18x4) must obtain approval from the Charter Administrator.
- Laptops must be stored in the assigned slot of the laptop cart or in the student's locker during the day.
- Laptops must be stored in the assigned slot of the laptop cart after school hours.
- Chargers must be kept in student possession or in a locker. Chargers are NOT to be stored in the laptop cart.
- Laptops are not allowed to leave the building.

Missing or Damaged Computers (laptops)

- Missing or damaged laptops or chargers must be reported to the front office immediately
- If a student forgets laptop for class, consequences will be determined by the teacher
- Students will be charged a \$1.00 recovery fee per item for temporarily lost equipment; accounts exceeding \$10 will be billed
- Loaned laptops and chargers will be available at the front office; assigned laptop must be exchanged.

Unacceptable Computer/Network Activities: May include but are not limited to the following:

- Using technology for non-school purposes
- Using or having computer, computer parts or peripheral equipment (this includes but is not limited to laptops, cameras, scanners, zip drives, cd/dvd-burners, projectors) in your possession without permission
- Creating, saving, deleting and/or changing any settings and/or files without instructor permission
- Downloading, uploading, and/or accessing any files or programs without permission of the instructor
- Using e-mail, chat or other virtual communication without permission
- Hacking (attempting, without authorization, to access or alter network or local hard drive functions, data or software)
- Storing any non-school related file or program on the school network which includes the students' home directory
- Copying or distributing copyrighted materials
- Using an unassigned login or another person's login

Network Etiquette: All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send any messages to other users (i.e. instant messages or e-mails or any other electronic communication method or device) without the explicit permission of the instructor.

- Use the appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information about others and be cautious when revealing personal information about yourself (age, gender, phone number, address, etc.)
- Do not use the network in such a way that it would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property, but open to public scrutiny.
- Do not submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or that encourages the use of controlled or illegal substances.
- Do not transmit materials, information, or software in violation of any local, state, or federal law.
- Do not copy (from disk or any other storage device), download, or distribute any materials and/or files that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or that encourages the use of controlled or illegal substances.

Email use at school: Email use is a privilege at MTCHS. Inappropriate use may result in consequences as defined by the handbook in the section “Consequences of Inappropriate Use of Network/Internet”. Students are not to use email to send out mailings to individuals or groups of students without instructor permission. Email is for school use only. Students are expected to check their email every day while at school.

Student Website Professional Use:

- No names, pictures, or other identifying images, text, etc. of yourself or any other school member.
- Web site is to create a professional portfolio of work done at MTCHS.
- All material posted must be approved at the discretion of a MTCHS teacher or administrator.
- Any content found to be in violation of this agreement or any other school policy (not limited to the Student Handbook) will cause, at minimum, the student(s) to be placed on Step 1 of the MTCHS Behavior Plan, and may result in a zero grade given for the competency which will result in failing the class. Inappropriate material will be turned over to parents, school administrators, and appropriate law enforcement, if necessary.
- All postings should be of your own work, and give proper attribution to any material included in the work. Absolutely no posting of anything (including music, video, or games) that is protected under intellectual property laws. Do not post other student’s work on your website as it will be seen as cheating.
- Pages may link to appropriate websites. However, inappropriate links will cause a violation of this agreement and the consequences found within this agreement will be enforced.
- All students are responsible for monitoring each other’s websites for improper conduct or material. If you find another student’s website to be in violation, please inform a technology teacher immediately.
- It is a violation of this agreement to logon to any other person’s website.

Commercial Use: Commercial use of Internet resources by students and staff is prohibited. Users agree not to sell or offer for sale any goods or services that could be construed as a commercial enterprise.

Vandalism: Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the creation or knowing transmission of computer viruses.

Copyrighted Material: Copyrighted material must not be placed, copied, or redistributed on the network, unless permission is obtained directly from the author or owner. The offender may face prosecution per current copyright protection.

Security: Security on any computer system is a high priority. If a user can or thinks he/she can identify a security problem on the network, the member must notify a system administrator. The member should not demonstrate the problem to others. Users having accounts or passwords may not let others use the account or password.

Other Activities: Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of the Meridian Technical Charter High School, Inc. are prohibited.

Consequences of Inappropriate Internet/Network Activities: Any action by a user that is determined by an administrator to constitute an inappropriate use of the network as per Charter School policy or Idaho Code 18-2201 and 18-2202 or to improperly restrict or inhibit other users from using the network will result in disciplinary action. A user will be required to reimburse the Meridian Technical Charter High School for any losses, cost, or damages, including attorney's fees, caused by inappropriate use of the network. If the guidelines are violated, students will at a minimum lose their computer privileges. Consequences may include but are not limited to:

- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- No electronic devices (PDA's MP3s, personal laptops, CD players) for a minimum of 5 days
- Step Referral
- And/or receive further disciplinary or legal action.

Chapter 22 Computer Crime:

18-2201 Definitions as used in this chapter:

(1) To "access" means to instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, or computer network.

(2) A "Computer" means, but is not limited to, an electronic device which performs logical, arithmetic, or memory functions by the manipulations of electronic or magnetic impulses and includes all input, output processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.

(3) A "Computer network" means, but is not limited to, the interconnection of communication lines (including microwave or other means of electronic communication) with a computer through remote terminals, or a complex consisting of two (2) or more interconnected computers.

(4) A "Computer program" means, but is not limited to, computer programs, procedures, and associated documentation concerned with the operation of a computer system.

(5) "Computer software" means, but is not limited to, computer programs, procedures, and associated documentation concerned with the operation of a computer system.

(6) A "Computer system" means, but is not limited to, a set of related connected or unconnected, computer equipment devices and software.

(7) A "Property" includes, but is not limited to, financial instruments, information including electronically produced data, and computer software and programs in either machine or human readable form, and any other tangible or intangible item of value.

(8) A "Services" include, but are not limited to, computer time, data processing and storage functions. (1984)

18-2202 Computer Crimes:

(1) Any person who knowingly accesses, attempts to access or uses, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of devising or executing any scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representation or promises; or committing theft; commits computer crime.

(2) Any person who knowingly and without authorization alters, damages, or destroys any computer, computer system, or computer network described in section 18-2201, Idaho Code or any computer software, program, documentation, or data contained in such computer, computer system, or computer network commits computer crime.

(3) Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system or computer network described in section 18-2201, Idaho Code, or any computer software, computer system, or computer network, commits computer crime.

(4) A violation of the provisions of subsections (1) or (2) of these sections shall be a felony. A violation of the provisions of subsection (3) of this section shall be a misdemeanor. (1984)

APPENDIX C: TRANSPORTATION DISCIPLINE POLICY

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. School bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, and every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. Should student behavior on the bus require a citation, the following procedures will be followed:

1. First Citation Point (Tier One)

The driver conducts a conference with the student and contacts the parent.

2. Second Citation Point (Tier One Level Two)

The driver conducts a conference with the student and contacts the parent. A suspension from bus riding privileges may occur.

3. Third Citation Point (Tier Two)

The Assistant Supervisor conducts a conference with the student, parents, and the school principal. A suspension from bus riding privileges may occur.

4. Fourth Citation Point (Tier Three)

Bus riding privileges are suspended for a minimum of five (5) days. The Assistant Supervisor or the Transportation Supervisor may recommend a suspension period not to exceed the rest of the school year unless the violation occurs within the last twenty (20) school days of the year. Behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.

5. Severity Clause:

A student can be temporarily suspended from bus riding privileges by the Transportation Supervisor or designee for behavior endangering the safety of the bus and/or its occupants. The Transportation Supervisor has the authority to request a four point citation, regardless of where a student is in the citation process, depending on the severity of the specific incident.

6. Citation Appeal Process:

If the parent/guardian appeals the decision of the Transportation Supervisor, within five (5) days of suspension of bus riding privileges, the District's Transportation 48 Hearing Committee made up of one (1) Transportation Assistant Supervisor, two (2) administrators/counselors, who shall comprise the hearing panel, the superintendent or his/her designee, who shall act as the hearing officer, and a recorder who shall schedule an informal hearing to determine whether to revoke or reinstate riding privileges. The student and parent/guardian shall be notified of such hearing and may appear and show causes why the student should not have bus-riding privileges revoked. The decisions of the Transportation Hearing Committee are final.

Date of Revision of Policy Code 702.57: 6/11/13:08/13/13

APPENDIX D: DRUG AND ALCOHOL POLICY

PHILOSOPHY:

The MTCHS Board of Directors recognizes that student use of chemical substances is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use 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, tobacco, controlled substances and other substances as defined in the policy—creates educational, economic and legal problems. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student. We will be involved in disciplinary action when needed.

DEFINITIONS:

1. Use: Whenever a student has consumed, taken, or is under the influence of alcohol, drugs, or tobacco on or near district property (see definition), or is displaying behavior that creates a reasonable suspicion that he or she may be illegally under the influence of alcohol, drugs, or tobacco use any time during school hours or at a school sponsored activity.
2. Possession/securing or attempting to secure or purchase alcohol, drugs or tobacco: To have alcohol, drugs, or tobacco, drug paraphernalia, on your person or within an area of your control including but not limited to car, locker, books, and clothes on or near district property at any time or at a school sponsored activity, or during participation in a dual enrolled program as defined in this policy.
3. Distribution/sale: To distribute or intend to distribute/sell alcohol, drugs, or tobacco or controlled substances, or any substance available with or without a prescription, that can be used in a manner detrimental to one's health and in excess of recommended dosage to other students or persons on or near district property during school hours or at a school sponsored event, including dual enrolled programs as defined in the policy. It shall be presumed that a student in possession of these substances in amounts in excess of that for personal one time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scales, pipes, and/or plastic bags has the intent to sell or deliver such controlled substance
4. Knowingly Present: Shall mean that a student was present or in attendance at a gathering of students during which one or more attendees (other than the student at issue) were involved in alcohol, drug, and/or tobacco use/possession/distribution as defined in the definition and the student knew or reasonably should have known that such drug use was occurring.
5. Controlled Substance: Include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.
6. Alcohol, Drug, and Tobacco: Includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication. Also

included are substances that can be obtained without a prescription that, when used improperly or outside the recommended guidelines, can be detrimental to one's health. This may include, but is not limited to inhalants, over-the-counter cold medication, or performance enhancing substances.

7. Student Assistance Team: A team whose purpose is to intervene with students who are having behavioral/substance abuse problems. The team is comprised of the administrators, counselors, and the school nurse. Optional members may include teachers, school psychologist, and the School Resource Officer.

8. Intervention: The process by which designated members of the Student Assistance Team share information and concerns about a student with his/her parent(s) or guardian(s) and make recommendations for assistance.

9. Activities: Any school-sponsored event that takes place outside of the regular school day such as a school dance and/or an activity through which a school letter may be earned, i.e. all sports, band, choir, dance team, debate, drama, school clubs, sports, etc. Students who come under the disciplinary procedures for alcohol, drugs or tobacco are limited in practice time or participation in school activities outside of the regular class day according to grade level, category and number of offenses. If the event to be missed is counted as part of the academic grade, (band, choir, debate) the student will be given an alternative activity to earn the grade.

10. Under the influence: Any student judged to be under the influence of alcohol or other controlled substance (as defined above) will be subject to an evaluation by a trained intervention counselor, the school nurse, administrator or designee. Upon completion of the school's evaluation, the building designee may choose to initiate procedures to seek evaluation by a Drug Recognition Expert or other law enforcement personnel. The law enforcement evaluation may result in the transfer of school custodial responsibility to that of law enforcement in accordance with Section 20-516, Idaho Code. Any student judged to be under the influence, regardless of any previous voluntary disclosure, will be deemed to be in violation of Section 37-2732, Idaho Code.

11. Voluntary Disclosure: A student who voluntarily discloses use of alcohol, drugs, or tobacco and/or other controlled substances (as defined above) during group or individual counseling sessions at the school or in school associated programs will not be subject to administrative or law enforcement procedures unless the student is in violation of school policy at the time of the disclosure.

12. Assessment: The process which includes an objective assessment tool which gathers data relevant to major life areas to determine if a substance abuse problem exists and to what extent. Assessments are given by professional, certified evaluators who are independent of Joint School District No. 2 and are free of charge to students who are in violation of policy 502.50 and are enrolled in the district.

13. Counseling Services: In an effort to maintain communication and to abide by section 33-210, Idaho Code, group facilitators who receive disclosure of continued student substance use will be obligated to notify parents/guardians. This sharing of information with parents serves to include parents in the drug and alcohol group counseling process. The student must complete a drug and alcohol assessment prior to inclusion in drug and alcohol group services. The assessment defines levels of use and should be considered the baseline requirement for an appropriate recovery plan. Students and/or parents/guardians wishing to schedule an assessment are encouraged to contact their building counselor or drug prevention specialist.

14. District property/dual-enrolled programs: Includes all buildings, facilities, and property owned or leased by, Joint School District No. 2. This also includes school buses, other school vehicles, and the location of any school sponsored activity or function including dual-enrollment settings, that include but are not limited to: Renaissance High School, Meridian Professional Technical Center, Meridian Night School, Treasure Valley Math and Science, and the Dehryl Dennis Center.

ALCOHOL, DRUG, AND TOBACCO PROCEDURES

Use or Possession – First Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be considered for expulsion for the remainder of the semester, or if a minimum of twenty (20) school days remain in the present semester, the student may be considered for expulsion for the next semester, OR the student and the parent/guardian may complete the following requirements within 90 days of the offense.

First Offense: Alcohol/Drug (Use/Possession)

- The student will receive suspension for the next five (5) school days.
- From the date of school notification, the student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- The student and parent(s) will attend three (3) consecutive Parent Information classes.
- The student will be required to attend an eight (8) session Insight class.
- Student must comply with a Drug Prevention Behavior Contract.

First Offense: Tobacco (Use/Possession)

- The student will be suspended for five (5) school days.
- The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- The student will be required to attend a Tobacco Education class during four (4) consecutive after school or evening sessions. Parent/guardian is required to attend the first class.
- Student must also comply with a Drug Prevention Behavior Contract.

Distribution or Sale: First Offense

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for 5 school days pending consideration for expulsion for

one semester by the District (MTCHS) Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials.

If the student is not recommended for expulsion, the student will still be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself. Upon return, all of the following requirements must be completed within 90 days:

First Offense: Alcohol/Drug (Distribution/Sale)

- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes
- The student will be required to attend an eight (8) session Insight class.
- Student must comply with a Drug Prevention Behavior Contract.

First Offense: Tobacco (Distribution/Sale)

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day.

The student will be considered for expulsion for one semester or may complete the following requirements:

- Suspension for five (5) school days.
- The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- The student will be required to attend a Tobacco Education class during four (4) consecutive after-school or evening sessions. Parent is required to attend the first class.
- Student must comply with a Drug Prevention Behavior Contract.

Use or Possession: Second Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) school days pending consideration for expulsion from school for two (2) semesters. Upon return, the student must complete all of the following requirements:

Second Offense: Alcohol/Drug (Use/Possession)

- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.

- The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- The student will be required to attend an eight (8) session Insight class.
- Student must comply with a Drug Prevention Behavior Contract.

Second Offense: Tobacco (Use/Possession):

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day and will be considered for expulsion for one semester unless all of the following requirements are completed within 90 days:

- Suspension for five (5) school days.
- The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity.
- If appropriate, attend four (4) Tobacco Education classes, of which the parent(s)/guardian(s) must attend the first class.
- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- The student will be required to attend an eight (8) session Insight class or appropriate counseling education group.
- Student must comply with a Drug Prevention Behavior Contract.

Second Offense: Alcohol/Drug (Distribution/Sale)

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for 5 school days pending consideration for expulsion for two semesters by the District Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). Upon return, all of the following requirements must be completed within 90 days:

- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes
- The student will be required to attend an eight (8) session Insight class.
- Student must comply with a Drug Prevention Behavior Contract.

Second Offense: Tobacco (Distribution/Sale)

Any student found to be distributing or selling, or intending to distribute or sell, tobacco will be suspended for five (5) days pending consideration for expulsion for one semester by the District Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. Upon return, all of the following requirements must be completed within 90 days:

- The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- The student will be required to attend an eight (8) session Insight class.
- Student must comply with a Drug Prevention Behavior Contract.

Alcohol/Drug Use or Possession: Subsequent Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and, upon return, must comply with a Drug Prevention Behavior Contract.

Tobacco Use or Possession: Subsequent Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and, upon return, must comply with a Drug Prevention Behavior Contract.

Alcohol/Drug Distribution or Sale: Subsequent Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) school days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

Tobacco Distribution or Sale: Subsequent Offense:

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. Student will be suspended for five (5) days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

STUDENT ACTIVITIES ALCOHOL, DRUG, AND TOBACCO POLICY

Disciplinary Procedures: The use, possession, distribution, or sale of alcohol, drugs, tobacco or other controlled substances any time during all extracurricular activities seasons (from the first to the last day that a team meets with its coach or advisor) is forbidden. If a student is documented or cited by law enforcement for use, possession, or distribution of alcohol, drugs, tobacco or other controlled substances during his/her activity season, the following will occur:

First Offense: From the date of school notification, the student will be ineligible for participation in all extracurricular activities, for a period of twenty-one (21) days. After the first seven (7) days the student will be allowed to practice, but not participate in the activity itself. The student and parent(s)/guardian(s) agree to complete the following:

- The student receives a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof.
- The student attends an eight (8) week Insight class.
- The student and parent(s)/guardian(s) attend three (3) consecutive Parent Information classes.

Failure to complete the conditions within ninety (90) days will result in an additional twenty-one (21) days without practice or participation.

Second Offense during the current school year: The student will not be allowed to participate in extracurricular activities for the remainder of the school year.

Legal Reference: Section 37-2732,
Idaho Code; Section 20-516, Idaho Code; Section 33-20
Date of Revision: 3/18/2008; 9/14/10; 6/21/11

APPENDIX E: STUDENTS WITH DISABILITIES

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES (Section 504 of the Rehabilitation Act of 1973).

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to inform parents of decisions and of the right to disagree with these decisions.

Parents/students have the right to:

1. Take part in and receive benefits from public education programs without discrimination because of the student's handicapping condition;
2. Receive notice of the rights under federal law;
3. Receive notice regarding student identification, evaluation, or placement of the student;
4. Receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
5. Receive an education with facilities and services comparable to those provided non-handicapped students;
6. Receive special education and related services if the student is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program;
9. Have an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine relevant records relating to decisions regarding the student's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny the access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;
13. Request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the student's privacy rights. If the school district refuses this request for amendment, the parent will be notified and advised of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program or placement. The parents and student may take part in the hearing and have attorney representation. Hearing or mediation requests must be made to the district 504 Compliance Officer;
15. Ask for payment of reasonable attorney fees if the claim is successful;
16. File a local grievance.

The person in the district who is responsible of assuring that the district complies with Section 504 is the Director of Special Education, 855-4500.