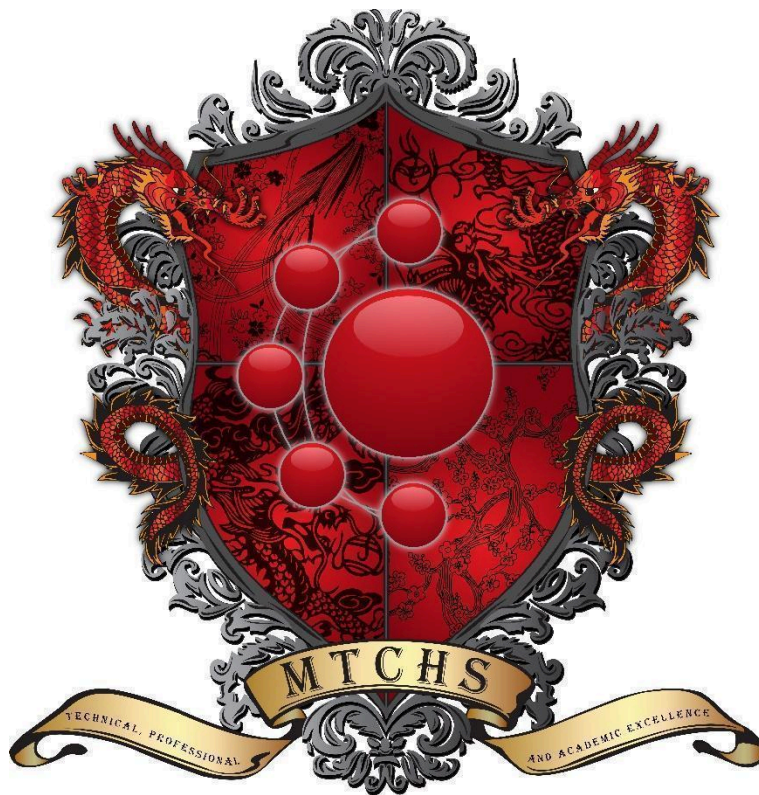


Meridian Technical Charter High School

Student-Parent Handbook 2026-2027



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. implements the 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 in an environment fostering leadership, achievement and diversity. MTCHS continuously challenges and encourages participation as a productive member of the local and global communities.

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.
- 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

Diane DeSpain

Staci Low

Nick Crabbs, Vice Chairman

Tami Hansen

Jim Bradbury

Dr. Bob Haley, in memoriam, (1940-2011)

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

ADMINISTRATION

Craig Miller, Charter Administrator & Principal

Email: principal@mtchs.org

3800 N. Locust Grove Rd.

Meridian, ID 83646

Phone: 288-2928, Fax: 288-5685

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 West Ada School District Policy will be followed. MTCHS will also follow all policies, rules and laws set forth by the Idaho Department of Education, Idaho Career Technical Education, Idaho State Board of Education, Idaho code and applicable federal laws. Enjoy your time at Meridian Technical Charter High School. Board policies and handbook guidelines are subject to change throughout the year due to the board's oversight process and responsibility. All board policies and handbook guidelines changes will occur in open public meetings with an opportunity for stakeholder input. This handbook is the annual notice of parental and student rights and responsibilities.

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.
- College classes may be graded on a different scale. See teacher for more information

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 business, technology, or employment prep class, he/she will not be allowed to return to MTCHS the following semester.

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)

Good Standing Criteria: A student in good standing will be on schedule to graduate with grade level peers and have passed all business, technology, and employment prep classes by the beginning of the instructional year. Students that are not in good standing will be assigned to attend labs by teachers or administration until they are back in good standing. Contracts will be issued between the school and family at quarter for students that are not in good standing.

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%.	Incoming Fall 2023 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
CTE Courses at Junior level and above	9
Citizenship & Professionalism	4
Junior Internship Preparation	1
Electives	10
Senior Seminar	1
Senior Internship	5
Senior Entrepreneurship Project	1
Digital Literacy	1
Total needed for graduation:	63

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 students are required to participate in these tests as offered through MTCHS.

- **Idaho State Achievement Test (ISAT)**

Students are required to participate in all state required testing.

- **Future Readiness Project**

All seniors are required to complete a future readiness project with a passing score as outlined by Meridian Technical Charter High School.

HOMEWORK and ASSESSMENT GUIDELINES

Guidelines

- Homework should have a clear purpose, be aligned with the class competencies, and correlate with the Idaho State Standards.
- Students at MTCHS should plan on daily homework.
- Due to the rise of AI, certain assignments and assessments may be required to be completed at school under supervision of school personnel.

Definitions

- Homework – Student work that is assigned during class time and completed outside of class or specifically designated to be completed outside of class. Teacher discretion is used to determine if the student's work is graded. If the work is not graded, it is considered practice.
- Evidence – Tasks that allow students to show what they know and can do in relation to established learning targets.
- Practice – Tasks that allow students to learn the content. These tasks are considered the learning journey.
- Classwork – Student work specifically designed to be done in class. Grading is at the teacher's discretion.

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 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 have one opportunity to redo that assignment for a grade up to 70%. Individual teachers will determine due dates, manner (i.e. work done under school staff supervision will still have to be done under school staff supervision,) location, and requirements on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit. Incomplete work including assessments where students complete the task in less time and random answers are chosen may not be redone for credit.

CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful completion of course work and competencies as outlined by MTCHS.

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.
- 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.

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 FOCUS AREAS

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 focus areas 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/focus area. Students wishing to change focus areas must do the following:

- Contact the school counselor
- Complete schedule change/class drop form
- Complete prerequisites as outlined by new technology instructor

Students changing into a new focus area 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.

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 student is 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 Moodle.

RECOGNITION OF HONOR STUDENTS

Members of National Honor Society and National Technical Honor Society will be recognized with honor cords before the commencement ceremony. Honor cords will also be awarded to students who earn a 3.75 or higher cumulative GPA at the end of 1st semester of their senior year.

SECTION II: STUDENT ATTENDANCE

Each student will be allowed 30 hours of absences each semester unless the absence is considered an Extraordinary Absence (defined below). Seniors with absences 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. See [0515.10 AR\(1\)](#) for more detailed attendance policy information.

EXTRAORDINARY ABSENCES

Extraordinary absences require prior written request from a parent or guardian, except in the cases of illness, accident, or bereavement. Verbal communication must come from the parent within 48 hours of the absence to prevent truancy. The following criteria are used to determine extraordinary absences:

- **NATIONAL OR INTERNATIONAL ACTIVITIES:** Events organized for the purpose of continuing competition or as an extension of an approved school program/contest, or special activities such as Olympic qualifying meets.
- **COURT APPEARANCE:** As verified by official documentation
- **SS MISSED:** The papers are due to the principal upon return to school.
- **BEREAVEMENT:** Up to five (5) days for a member of the immediate family, i.e. father, mother, brother, sister, grandparents.
- **RELIGIOUS OBSERVANCES:** When participation is required and can be verified by an appropriate church official or document.
- **ACTIVITY ABSENCE:** An absence for participation in a school-sponsored program or activity.

ABSENCES ON THE DAY OF AN ACTIVITY

A student who is absent during any part of the day of an evening 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, ten minutes (10) will be deducted from the student's total allotted absence time. Tardies after ten minutes (10) will be considered an absence.

For each tardy, students will be assigned a tardy-makeup. Tardy make-up must occur within 2 subsequent days of the tardy. Tardy makeup 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 truanies 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.

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.

EXPECTED STUDENT BEHAVIOR

- Students should enter the room in an orderly manner and be in their assigned seats, quiet and ready to work.
- Students are responsible for bringing the required books, supplies, pencils, assignments, papers, and equipment to each of their classes.
- Students are to show courtesy and respect for other students, staff, and the school resource officer.
- Students are not to mark on, or deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, or other school property.
- Students must obtain a pass from the teacher before leaving the classroom.
- Students are to be dismissed by the teacher in an orderly manner when the bell rings.
- Students are to be attentive, attempt assignments, and work without disturbing other students.
- Students are to follow class standards and rules as determined by each teacher about sharpening pencils, getting drinks or water, collection and distribution of papers, books, etc.
- Students or parents are financially responsible for damaged or lost school materials and equipment.
- Students are not to use profanity on campus.

- Students are not to make slurs, stereotypes, and/or sexual comments.
- Students are to refrain from harassment, intimidation or bullying. Idaho Code defines "harassment, intimidation or bullying" as any intentional gesture, written, verbal, physical act, or threat by a student that a reasonable person, under the circumstances, should know will have the effect of intimidating, threatening or abusive educational environment for a student.

PEER CONFLICT	BULLYING	HARASSMENT
● One time or isolated event ● Balance of power exists between students ● Not a group picking on one student ● Students are willing to work out conflict with assistance OR leave each other alone	● Carried out repeatedly over time ● Imbalance of power ● Intentional, planned harm doing ● Often unprovoked ● Aggression can be carried by a single individual or a group. ● Can be physical, verbal, relational, or electronic (cyberbullying)	● Aggressive behavior focused on an individual's race, color, national origin, religion, sex, disability, age, ethnic background, gender, gender identity, or sexual orientation. ● Behavior is severe, persistent or pervasive enough to interfere with a student's ability to participate in or benefit from school.

STUDENT PROHIBITED BEHAVIOR

Students attending MTCHS are prohibited from engaging in the following behavior:

- Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another's belongings.
- Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
- Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

The school also views bullying to include any act of retaliation taken against:

- Any person bringing a complaint of bullying.
- Any person assisting another person in bringing a complaint of bullying, or
- Any person participating in an investigation of an act of bullying.

Students at MTCHS are expected to:

- Treat each other with respect.
- Refuse to bully anyone.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

BULLYING

MTCHS strives to maintain a safe school environment for all students while attending school, riding the school bus, and attending District/School-sponsored activities on school premises or at other locations. Bullying, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

Bullying refers to any intentional gesture—written, verbal, physical act, or threat—by a student, carried out repeatedly over time, involving an imbalance of power, which a reasonable person under the circumstances should know causes:

- Harming a student
- Damaging a student's property
- Placing a student in reasonable fear of harm to themselves
- Placing a student in reasonable fear of damage to their property
- It is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student
- Unreasonably interferes with an individual's educational performance
- Otherwise adversely affects an individual's educational opportunities

CYBERBULLYING

Cyberbullying refers to aggressive, intentional acts carried out by a group or individual using electronics as a method to cause harm. These include but are not limited to:

- Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
- Picture/video-clip bullying via electronic device is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- Phone call bullying via electronic device uses silent calls or abusive messages.
- Email bullying uses email to send bullying or threatening messages.
- Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web based chat room.
- Bullying through instant messaging (IM/DM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
- Bullying via websites includes the use of defamatory blogs (web logs), personal websites, and social media.

Reporting Procedures

Any student(s), and/or parent(s) who believe a student is being bullied, should report the situation to the building administration or designee. Please do not hesitate to call the building Administrator of Safety and Security if you have any concerns. Refer to [Policy 0502.90: Bullying](#) and Idaho Code 33-512(6).

HARASSMENT/RELATIONSHIP ABUSE

MTCHS strives 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 race, color, national origin, religion, sex, disability, age, ethnic background, gender, gender identity, or sexual orientation.
- Prohibited from sexually harassing other students.
- Required to report, to the building administration or designee, harassment of which the student becomes aware.

This policy applies to all conduct on District/School premises, school-sponsored events, transportation to and from school. MTCHS strongly encourages students to report instances of harassment to building administration or school security. Please do not hesitate to call the building Administrator of Safety and Security if you have any concerns.

Reporting Procedures

Any student(s), and/or Parent(s) who believe a student is being harassed, should report the situation to the building administration or designee. Please do not hesitate to call the building Administrator of Safety and Security if you have any concerns. Refer to [Policy 0502.70: Student Harassment/Relationship Abuse](#).

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:

MINOR DISCIPLINARY OFFENCES

Minor disciplinary offenses are those incidents that disrupt normal school functioning but are not regarded as major offenses.

MAJOR DISCIPLINARY OFFENCES

Major disciplinary offenses are those incidents that disrupt normal school functioning and may result in a suspension, recommendation for expulsion, and/or referral to the Student Resource Officer (SRO) when applicable.

Examples of major disciplinary offenses may include but are not limited to:

- **Alcohol/Drug/Tobacco** – Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, or smoking paraphernalia (include e-cigarettes and vapor devices). The use/abuse, possession, selling, furnishing of any prescription/non-prescription drug or any materials that give the appearance of alcohol, tobacco, or other controlled substances. Refer to [Policy 0520.10: Student Discipline](#).
- **Arson** – Any open flame and/or the malicious burning of or attempt to burn self, any person or property on school grounds or during school activities. Refer to [Policy 0520.10: Student Discipline](#).
- **Bullying** – Repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students. Refer to [Policy 0502.90: Bullying](#).
- **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:
 - Although MTCHS will be teaching students how to use Artificial Intelligence (AI), it is not to be used unless staff explicitly states it can be used.
 - 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 published information (websites, books, magazines, etc..) into student's document without MLA 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 520.10.](#)
- **Criminal Activity** – Any illegal activity occurring on school District property, other than traffic infractions, occurring during school hours or non-school hours or at a school sponsored event will be considered a major disciplinary offense.
- **False Alarms** – Fire alarm or 911 calls. If costs occur, restitution may be required.
- **Fighting** – Includes physical abuse; No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating, or encouraging others to fight. Offenders may be charged with the appropriate offense and subjected to legal consequences.
- **Forgery/Misrepresent** – Creation or use.
- **Gambling** – Placing something at risk, such as money or personal items, in the hopes of gaining something of greater value.
- **Gang/Group affiliated Attire/Symbols/Tattoos** – The Board of Trustees desires to keep District schools and students free from the threats of harmful influence of criminal gangs as defined in Idaho Code 18-8502. The use of identifiers denoting criminal gang membership are prohibited and include, but are not limited to hand signals, apparel, jewelry, accessories, books, or manners of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, creates a clear and present danger of the commission of unlawful acts on school premises. In determining whether or not a student is in violation of the prohibition on wearing/displaying a gang-related item, the District may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. This policy shall be applied at the building administration's discretion as the need for it arises at individual school sites.
- **Harassment** – Refer to [Policy 0502.70: Student Harassment/Relationship Abuse.](#)
- **Inappropriate Behavior** – Including but not limited to swearing, obscene gestures, and any negative or unsafe behavior that disrupts the learning environment.
- **Inappropriate Online Behavior** – any communication through the internet, mobile electronic devices, or other online platforms, including social media, that harasses, threatens, or bullies a

public school employee or any other person, or contains obscene or discriminatory content, or otherwise harms their reputation, dignity, or safety, regardless of whether the conduct occurs on or off school property or during or outside of school hours. (Idaho Code 33-512E)

- **Incorrigibility** – Repeated unmanageable/disruptive behavior
- **Insubordination** – Failure to cooperate, being dishonest, or willfully defying the school personnel. Insubordination during emergency situations or emergency drills may be disciplined at the highest level.
- **Mood Altering Substances** – Refer to Policy 0520.10: Student Discipline.
- **No Touch** – Students are to always keep their hands and feet to themselves. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving, or bumping into each other. Dependent of severity, Safe and Appropriate Touch violations may be minor or major violations of the school discipline policy.
- **Objectionable Literary/Pictorial Materials** – Includes but is not limited to possession, creation, or distribution of pornographic material or inappropriate images.
- **Peer Conflict** – Includes verbal abuse.
- **Safety** – May include unsafe behavior that compromises the safety of staff and students in the classroom. In addition, but not limited to, possession or use of any item considered unsafe for school (i.e., matches, lighters, etc.).
- **Stealing/Theft** – Attempting to steal or possession of stolen property, whether school property or private property
- **Threats** – The District 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 to the Administrator of Safety and Security or Designee.
 - Concerns regarding safety and/or threats may be reported through the “See Tell Now” Program with the Idaho Office of School Safety and Security, school personnel, or the proper law enforcement agency for investigation and follow-up. If a threat occurs after school hours or on a weekend, please contact local law enforcement.
 - Students that create or communicate in any manner knowingly false information concerning a threat being made against either an individual or the school population will receive appropriate discipline up to and including a recommendation for expulsion. Written or verbal threats of physical harm
- **Retaliation** – Any person found to have retaliated against another individual for reporting an incident in good faith may be subject to disciplinary action up to and including expulsion.
- **Truancy** – Regular or habitual truancy
- **Vandalism** – Deliberate destruction or defacing which damages school or private property.
- **Violence** – Incident with/without injury
- **Weapons** – Possession, handling, transmission, or use any instrument that can be used as a weapon or is a facsimile of a weapon. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals.

In addition, the following behaviors are strictly prohibited:

- Improper use of network functions or inappropriate use of computer equipment
- Recording or capturing any media on school campus without staff permission
- Using staff or students likeness for personal use or in a media without staff permission

INAPPROPRIATE SCHOOL ITEMS

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

- Sunflower seeds, toothpicks, rubber bands, squirt guns, etc. - these items are not permitted because of the problems caused by misuse.
- Riding skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Hover Boards are not allowed on campus.
- Trading cards, toys, or other items of value
- Animals, unless brought with building administration approval (reference Animals on campus; Service Animals)
- Laser pens, shock pens
- Latex balloons

While on school campus, students may not sell items as part of a fund-raising project for another school or organization other than those supported by a school-wide effort. (reference fundraising).

KNOWINGLY PRESENT

Knowingly, Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in any District/School violation.

STUDENT BEHAVIOR MANAGEMENT PROCESS

Students who violate any policies will be given due process through the student behavior management process. Some behaviors will elevate past steps based on severity, and may lead to immediate suspension and/or expulsion.

STEP 1: STUDENT/TEACHER MEETING: A conference will be held with the student and the teacher. The parents will be notified by the teacher.

- Student conduct will be reviewed
- Student referral form will be filled out
- An action plan to redirect student behavior will be determined

STEP 2: STUDENT/ADMINISTRATOR MEETING: A conference will be held with the student and the administrator. The parents will be notified by the 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 written plan of action will be sent to the teacher and parent.

STEP 3: If another referral to the office is received during the school year, the Charter Administrator will place the student on a behavior contract. The behavior contract will be between the student, parent and administrator.

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 his or her home high school. Any student receiving a contract during the last 9 weeks of school will have the contract carry over to the next school year.

SECTION IV: GENERAL INFORMATION

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

ACTIVITIES

Students who are not passing all classes at the time of an extracurricular 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 extracurricular activities or clubs at MTCHS or their home high school are responsible to meet all district and/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.

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 use must be consistent with the classroom expectations 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

Freshman students are not permitted to leave campus and must remain on campus in designated areas. Violation of the closed campus policy will result in truancy. Sophomore students may leave campus at lunch only if a parent letter is filed with the building administration. Junior and senior students are permitted to leave during lunch only. 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 a tenth, eleventh or twelfth grader transports a ninth grader off campus at lunchtime, the upperclassmen will lose his/her privilege to leave campus at lunch for the remainder of the semester.

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.

DELIVERIES

Flowers, plants, balloons, food, or other deliveries to students will not be accepted due to student allergies, storage, and disruption to the school day. (i.e., Door Dash, Uber Eats, etc.)

DRESS CODE

Students must present an appearance that is conducive to an effective learning environment for themselves and their classmates and which does not materially interfere with school operations. Students are expected to demonstrate pride in their appearance which reflects individually on them and collectively on the school.

The following dress code requirements apply to all students at all locations:

- Clothing must cover the body from the chest to below the buttocks. This includes all private and intimate parts of the body.

- All tops must cover the stomach, back, chest, and torso. Shirts that expose the shoulders must have a strap or fabric that goes over both shoulders and adheres to the other provisions of this dress code.
- The fabric covering all private parts must not be see-through.
- Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because the hem of the pant leg drags on the floor).
- Hats or head coverings are permissible at the middle and high school levels. Head coverings may not cover the ears with the exception of those related to medical or religious exemptions. Hats or head coverings at the elementary level will be at the discretion of the building principal.
- Footwear is required.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, career-technical, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as uniforms, safety gear, footwear or accessories.
- No clothing or accessories may depict prejudice, hatred, alcohol, drug, tobacco, pornography, or profanity, or denote gang involvement, violence, or illegal activities.
- Secondary students must wear their school-issued student ID/Access Cards and ensure that they are visible at all times.
- Personal accessories must not distract from the school and/or learning environment and not pose a safety hazard to self and/or others.

Administrators may designate days when reasonable modifications to this Policy may be made, such as spirit or theme days, etc. Such days must be set by the Administrator.

Nothing in this dress code shall be construed to restrict or ban a student's wearing of religious clothing and/or accessories, with the exception of unprotected speech. Parents having religious-based concerns regarding the dress code are encouraged to discuss them with the principal. Any appeals of the principal's decision shall follow the District's grievance process.

Dress Code Enforcement Students in violation of this dress code will be provided with three options to meet the dress code during the school day: Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day. Students will be provided with temporary school clothing to be dressed to code for the remainder of the day. If necessary, students' parents may be contacted during the school day to bring alternative clothing for the student to wear. Repeat violations of the District Dress Code may result in further progressive discipline.

DISCRIMINATION, ADA TITLE II, and TITLE IX

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. Students are required to report to the building administration or designee, discrimination of which the student becomes aware. Parents are to encourage their student to

report discrimination to their teacher or building administration. Parents are encouraged to contact building administration if there are concerns.

The District, including Meridian Technical Charter High School, is committed to providing equal access and full participation for all individuals looking to access the District's facilities, programs, and activities consistent with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. If you need any disability-related accommodation to access our facilities, programs, and activities, please contact the District's Title II ADA Compliance Coordinator and the District will work to assist you. Additionally, to obtain information about the existence and location of accessible services, activities, and facilities in the District, please contact the Title II ADA Compliance Coordinator who will work to answer your accessibility questions. The District takes complaints regarding access to its facilities, programs, and activities very seriously. To learn more about the District's policies and procedures regarding the ADA and Section 504, please visit the District's Policy Manual, available at [Policy 0570.10: Education of Exceptional Children](#).

Title IX of the Educational Amendments Act of 1972 requires equity between men and women in three areas:

- equal opportunity to participate in sports in relation to the percentage of men and women in the student body
- equal access to scholarship money
- facilities and support services.

Title IX also protects everyone, both students and staff, from sexual misconduct and discrimination regardless of gender, sexual orientation, gender identity, and gender expression, ensuring everyone has a right to be free from unequal treatment in educational programs or employment, sexual harassment, such as unwelcome sexual advances, stalking or harassment on social media, and sexual violence, such as sexual assault, dating violence, or domestic violence.

The District is committed to providing equal opportunities to all persons regarding its educational programs, policies, and employment practices. Inquiries or complaints should be directed to the District's Title IX Coordinator or through the Title IX Report Form. Contact information for the Title IX Coordinator may be located at the bottom of the District's website homepage.

Refer to [Policy 403.80: Title IX-Nondiscrimination Policy](#) and [Administrative Regulation 0403.80-AR\(1\): Title IX-Nondiscrimination Policy](#).

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:

- Move student to more restrictive access level.
- No internet in a class for 1-5 days

- No internet in the whole school for 5 days
- And/or receive further disciplinary or legal action.

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, reverse evacuation, hall-check, earthquake drills, 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 as it does not disturb the educational process of the school or is slanderous or threatens invasion of the rights of others.

IDENTIFICATION BADGES

Student Identification (id) Badge:

- Are provided for all students.
- Are provided free of charge for the first badge each school year.
- Are the responsibility of the student. Students will be charged for damaged or lost Identification badge through the bookkeeper's office.
- Are provided for all students to enter the building.
- Are provided for bus ridership.
- Are to be used to access student meal accounts.

If an Identification Badge is lost, the student must notify the main office staff so appropriate measures can be taken to ensure the building is secure. Students are required to display and wear school-issued

Identification Badge during school hours. Failure to have this card displayed while in attendance at school or in possession during a school-sponsored function may result in disciplinary action. Students are not to deface and/or share their Identification Badge.

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, 2005:

- 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- 3 OPV or IPV (polio)
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella
- 1 Meningococcal (2 for 12th graders if 1 vaccine is before the age of 16)

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
- 1 Meningococcal (2 for 12th graders if 1 vaccine is before the age of 16)

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 blouses 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 are assigned to students for convenience and protection of personal/school property. The school does not relinquish control of lockers at any time. School property, such as lockers, are jointly held by the school and the student. Students have no expectation of privacy in such locations. If a lock or locker does not function correctly, inform the main office. Students are responsible for all items placed in lockers and will be responsible for any damage - lockers are expected to be always locked as the school will not be held responsible for lost or stolen items. Changes in locker assignments must be approved by the building administration. Students are not to share lockers unless directed by the building administration. Inappropriate pictures or posters are not permitted in lockers.

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.

MEDIA RELEASE

The school or the District periodically uses images and names of students in various media (printed, photographic, social media, or video, including the school yearbook) to promote school activities or programs. Parents may choose to opt-out their student from District or school sponsored media including but not limited to websites, newsletters, and/or newspapers by indicating so in School Forms through the "Policy Forms" tab in the PowerSchool Parent account.

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 several school scholarships 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. If funds are not requested within two years after graduation, the money will be transferred to the MTCHS scholarship fund. 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 students can be used for Meridian Technical Charter High School (MTCHS) school activities or be sent directly to a post-secondary institution. Requests for funds to be sent to a post-secondary institution must be within two years after graduation.

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.

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 midterm deficiency reports will be sent home. Parents may sign up through PowerSchool for weekly reports.

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. If danger is imminent, please dial 911.

RESTRICTED AREAS

Each school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the locations. Students found in these areas may be subject to disciplinary action.

SCHOOL ANNOUNCEMENTS

A club/organization advisor and a building administrator or designee must authorize all announcements before submitting them to the office before they are read.

SCHOOL DANCES

Admittance to all school dances may require an admission fee and presentation of the Student ID/Activity Card. Guests must complete the dance guest form. Guests include any student not enrolled at the sponsoring school. District Academy and District Charter school students may attend their boundary school's dance with a guest pass. The student is responsible for the conduct of his/her guest while at the dance. Students must be in 9th grade to attend school dances. The building administration or designee may contact the parents of students whose guest is over the age of nineteen (19) to obtain their permission. If building administration or designee deem dance conduct to be inappropriate, suggestive, or unsafe the student(s) may be removed from the dance. Students who leave the dance without building administration or designee's permission will not be re-admitted.

SCHOOL HOURS & CAMPUS GUIDELINES

Instructional hours will be posted on the school website. 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, within 15 minutes of dismissal including school activities.

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. MTCHS does have basic liability coverage as required by the state of Idaho.

SEARCH AND SEIZURE

Philosophy

MTCHS recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism or may be harmful to themselves or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

Investigations

The school administrator or designee will investigate allegations of misconduct. The building administrator in charge of investigation may, at a minimum, take the following steps:

- Obtain a written statement from the complainant regarding the allegations.
- Obtain a written statement from the accused.
- Obtain a written statement from witnesses, if any.

Any allegation of misconduct involving Title IX will be handled through the District's Title IX Policy, refer to [District Policy 0403.80: Title IX-Nondiscrimination Policy](#) and [Administrative Regulation 0403.80-AR\(1\): Title IX-Nondiscrimination Policy and Title IX](#) | West Ada School District website for more information. Any interviews conducted by law enforcement, will be addressed as per District [Policy 0722.10: Interviews and Administrative Searches](#) and I.C. 33-6001.

Dogs

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds. The administrator shall be present. Students shall not be in the immediate vicinity of the dogs while they are searching.

Inspections (suspicion less searches)

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. All vehicles on school property are subject to general inspection (suspicionless searches).

Personal searches

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the pat-down search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

Reasonable suspicion

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O.* (1985) allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, phone, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

Seizure illegal items

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security can be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

Other items

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the administration.

School Resource Officer (SRO)

This program is administered on a cooperative basis between the District and the police/sheriff's office, with an emphasis placed on helping students with problems at home or at school. In some cases, diversion programs are offered for first-time offenders as an alternative to court. This may involve informal probation for the student in lieu of criminal prosecution. Because of prolonged and frequent contacts, the SRO can effectively counsel and, in some cases, release many first offenders. Serious or repeat offenders, however, are often referred to juvenile court where they are assigned professional court counselors.

SELECTION OF STAFF SPEAKERS AT COMMENCEMENT

The senior class will select two members of the school faculty to read Senior Highlights.

SELECTION OF STUDENT SPEAKER AT COMMENCEMENT

The senior class will elect one of its members who they believe would best represent the school from a staff generated list. 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 SELF TRANSPORTATION

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.

Parking Permits

All students driving to school must register their vehicle(s) with the main office. Students who drive are required to obtain a free parking pass and display it in their vehicle.

Parking Lot Etiquette

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.

The West Ada 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 tenth, eleventh and twelfth grade students who leave at lunch. Any student found in the parking lot during class time or break may receive disciplinary action.

Driving Violations

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 within 15 minutes of dismissal from their last class period or school activity.

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. Additional offenses may result in loss of driving privileges for the rest of the school year. Violations will be determined as observed by the building administration, school security officer or designee. The school security officer may attempt parent notification after the first offense.

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.

STUDENT-OWNED PROPERTY (CARE, LOSS, AND DAMAGE) LOST AND FOUND

Students are responsible for the care, security, and condition of all personal items brought to school. The District does not accept liability for any personal property that is lost, stolen, or damaged on school property or at school-sponsored activities due to theft, fire, water damage, misuse, or any other cause.

For lost items, students should check the main office. If an item has been stolen, students or parents should report the incident to the school's security officer, School Resource Officer, or the Administrator of Safety and Behavior.

Items left in the lost and found for an extended period may be donated to charitable organizations. The donation schedule will be determined by the building administration

SURVEILLANCE CAMERAS

District high schools have surveillance cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities. Surveillance videos are the sole property of the District. Per Idaho Code 33-133 and FERPA regulations, student images may not be shared.

TECHNOLOGY POLICY (See Appendix B)

All users are expected to abide by the generally accepted rules of technology etiquette. The use of school technology (school issued accounts and devices) regardless of location is an extension of the school campus. All school-related technology is provided for the sole purpose of school-sponsored activities. All technology use is a privilege and can be revoked.

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.

Bus Badge Requirement:

Bus riders must be registered and carry their school-issued student ID badge to ride the bus. Students without their badge in the afternoon may need to remain at school and arrange their own transportation home. If a replacement badge or Temporary Bus Pass is needed, students should see the front office.

Stop Time Notice

Bus drivers can make the stop up to 5 minutes before or after the scheduled bus arrival time. Students should be at the bus stop ready to load at least five minutes before the scheduled pick-up time. At the end of the day, most buses leave the school within 6-7 minutes after the final bell. Students need to be sure to go directly to the bus after their last class. A bus will not be sent back for students who simply run late.

Bus Conduct Rules:

These are the general bus guidelines to be followed on every school bus. A complete list of rules and safety tips can be found on the [West Ada Transportation webpage](#).

- Students must remain seated, facing forward in their assigned seats.
- Students must always keep hands and feet to themselves.
- Students should talk quietly and kindly. Silence is required at all railroad crossings.
- Eating, drinking, and littering are not allowed on the bus.
- A Temporary Bus Pass issued by the school office is required to ride any bus or use any stop other than the assigned stop.
- Parents/guardians cannot board the school bus without the driver's permission.

Items Not Allowed on the School Bus:

- Perfume sprays, deodorant, and/or any other aerosol or sprays.
- Sports balls and bats unless fully contained within a zippered bag.
- Skateboards, scooters, and rollerblades unless fully contained in a zippered bag.

- Zero Tolerance is given for the following items: Weapons, Laser Pens, Drugs & Alcohol, Cigarettes or other Tobacco products, E or Vapor Cigarettes, Flammable Objects, Explosive Devices, Hoverboards, and Animals (Reference [Policy 0903.50: Service Animals in Schools](#))
- Refer to [Policy 0702.57: Transportation Discipline](#)

Unauthorized School Bus Entry

Idaho Code 18-1522: A person shall be guilty of a misdemeanor if that person:

- Enters a school bus with intent to commit a crime.
- Enters a school bus and disrupts or interferes with the driver.
- Enters a school bus and refuses to disembark after being ordered to do so by the driver.
- The District shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

TRESPASSING/LOITERING

Idaho Code 33-512 (11) 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 of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning, or discipline of the pupils or who loiters in schoolhouses or on school grounds, is guilty of a misdemeanor."

This policy includes students who have been suspended, expelled from school, or students not enrolled in a class or classes. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities. Students are expected to be off school grounds within 15 minutes after the dismissal bell or the conclusion of an after school activity. Pending inclement weather or a red air alert, buildings will be open from 7:00 am to 3:00 pm. Students shall remain inside during typical outside activity times.

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: POLICY LIST

MTCHS, as an authorized school within the West Ada School District (WASD), follows WASD policies in the below categories. These policies can be found on the website at www.westada.org. Once on the main page, click on “About Us”, then on Policy Manual. Once you locate the correct policy click on the policy title and it will open the text. If you do not have computer access, contact your school and they will provide a paper copy for you at no expense.

- Alcohol/Drug/Tobacco ([Policy 0520.10](#))
- Interviews and Administrative Searches ([Policy 0722.10](#))
- Bullying ([Policy 0502.90](#))
- Student Harassment/Relationship Abuse ([Policy 0502.70](#))
- Transportation Discipline ([Policy 0702.57](#))
- Student Discipline Policy ([Policy 0520.10](#))

APPENDIX B: TECHNOLOGY POLICY

Technology Expectations

Although MTCHS will be teaching and using Artificial Intelligence, unless stated directly by teachers, Artificial Intelligence (AI) is not to be used for classroom work or projects. All users are expected to abide by the generally accepted rules of technology etiquette. The use of school technology (school issued accounts and devices) regardless of location is an extension of the school campus. All school-related technology is provided for the sole purpose of school-sponsored activities. All technology use is a privilege and can be revoked.

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. Do not use communication tools to send out messages to individuals or groups of students without instructor permission. Communication tools are for school use only.
- Students are expected to check their email every day while at school.
- In the event of eDays, students are expected to check Moodle, email and PowerSchool every day. 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 technology in such a way that it would disrupt other users
- All communications and information is open to public scrutiny. Teachers and MTCHS staff may review my work and activities at any time.
- 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 access or distribute any materials and/or files that are defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or that encourage the use of controlled or illegal substances.
- Students are expected to save all their work to the cloud (either in OneDrive or Google Drive). There will not be any backups kept at the school. In case a device needs to be wiped and re-imaged there will be no way of retrieving any local information or programs on the device.
- **Video Conferencing:** In the event that we are conducting school in a blended or complete remote learning environment, students will be expected to be full participants in their education. Staff may provide live streaming opportunities to those who are at home. Staff may also record their instructional session and then provide links to that for those who are home. This means that there could be a live video feed where students are in attendance. The teaching component will be the important focus, not other students.
- **Conferencing with Students:** Students may be expected to join a teacher (and/or other classmates) in a live conference via Google Workspace product. This creates the opportunity for students learning remotely to receive the personalized feedback that they would experience in the classroom.

Expectations:

- Laptop camera and microphone are used during conference
- Students are dressed appropriately for the conference
- The background should be a wall in order to limit distractions
- Limit interference: pets, siblings, music, TV, etc....

Devices

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

- Each student shall use school devices for school-related and education purposes
- Students may not use another student's assigned device.
- Students must use software programs as required by MTCHS to complete curricular assignments.
- Personal Devices
 - Bringing a device is a privilege that can be revoked for students not in good standing.
 - Tech Support will not be provided for personal devices.
 - MTCHS assigned devices should be used for daily classwork. Bringing a personal device for projects may be approved by the teacher on a case by case basis.
- Laptops will be carried in a school issued case
- Laptops must be stored in the assigned slot of the laptop cart, in the student's locker, or in their backpack during the day.
- School laptops taken home will be required to be in a computer sleeve that the school has furnished. The student will be expected to safely transport their laptop home to be used and brought back to school the next day for use in class as needed.
- Chargers must be kept in student possession. Chargers are NOT to be stored in the laptop cart.
- Students will not be allowed to install any programs or software unless explicitly approved by the school (teacher or administrator).

Missing or Damaged Devices

- Each student is responsible for the cost of repairs or the value of the laptop, charger and accessories if damaged or missing. The cost of repair or the value of the laptop is determined by MTCHS technical staff and administration. Typical MTCHS laptop purchase price is \$1,000 and charger is \$35.
- Missing or damaged devices or chargers must be reported to the front office immediately
- If a student forgets laptop for class, consequences will be determined by the teacher
- A limited number of loaner laptops and chargers will be available at tech support; assigned laptop must be exchanged for the loaner. Students are expected to bring their school assigned laptops from home

Unacceptable Technology Activities

Unacceptable technology activities may include but are not limited to the following:

- Using technology for non-school purposes
- Using or having MTCHS equipment 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
- Storing any non-school related file or program on school technology or issued accounts.
- Copying or distributing copyrighted materials
- Using an unassigned login or another person's login.

Student Website Professional Use:

- No names, pictures, or other identifying images, text, etc. of yourself or any other school member.
- All material posted must be approved at the discretion of an MTCHS teacher or administrator.
- Any content or use 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.
- All students are expected to follow the Acceptable Use Guidelines of any third-party hosting providers.

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 student must notify a staff member. Students 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 Technology Activities

Any action by a user that is determined by an administrator to constitute an inappropriate use of technology 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 technology. If the guidelines are violated, students will at a minimum lose their technology privileges. Consequences may include but are not limited to:

- Move student to more restrictive access level.
- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- And/or receive further disciplinary or legal action.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom

- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Our Google Workspace for Education Terms of Service require our organization to obtain parental consent before turning on additional Google services for users under 18 years of age.

Since September 2024, educational institutions must annually review and reconfirm access to these additional Google services, including reconfirmation that your organization has obtained the required parental consent. Signing the Student Handbook gives your consent for your student to access the following of Google's Additional Services :

- Applied Digital Skills
- Chrome Canvas
- Chrome Cursive
- Chrome Remote Desktop
- Chrome Web Store
- Colab
- CS First
- FeedBurner
- Google Alerts
- Google Arts and Culture

- Google Bookmarks
- Google Books
- Google Domains
- Google Earth
- Google Fi
- Google Groups
- Google Maps
- Google My Maps
- Google News
- Google Photos
- Google Play
- Google Search Console
- Google Translate
- Google Trips
- Looker Studio
- Managed Google Play
- Material Gallery
- Messages by Google
- Programmable Search Engine
- Scholar Profiles
- Search and Assistant
- Third-Party App Backups
- YouTube

Google Workspace Marketplace

- Adobe Acrobat
- Lumio
- Canva

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at [include link to additional resources about permitted third party services].

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, MTCHS may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may be accessible through search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

When you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at https://workspace.google.com/terms/education_privacy.html/), and the [Google Privacy Policy](#) (at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) (at <https://cloud.google.com/terms/cloud-privacy-notice>)

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (at <https://cloud.google.com/terms/data-processing-addendum/>).

APPENDIX C: STUDENTS WITH DISABILITIES

Parent and Student Rights under Section 504

This is a notice of you and your child's rights under Section 504, and the rights you have if you disagree with the school district's decisions. [34 CFR 104.32]

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activities.

Title 34, part 104 of the Code of Federal Regulations (CFR)

Your child's education [34 CFR 104.33, 34 CFR 104.34]

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Your child's educational records (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

You have the right to:

- Review your student's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your student's education records if you believe that they are wrong,

misleading, or are otherwise in violation of your student's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.

- A response to your reasonable requests for explanations and interpretations of your student's education records.

The section 504 process [34 CFR 104.35, 104.36]

Your student has the right to an evaluation before the school determines if they are eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your student, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your student.

If your child is eligible under Section 504, your student has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your student placement.

If you disagree with the district's decision

If you disagree with the district's decisions regarding your student's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your student have the right to take part in the hearing. You may also be represented by an attorney, if you wish to hire one. Hearing requests and other concerns can be made to the West Ada Section 504 Compliance Officer, Ramona Lee. Phone: (208) 855-4500. Mailing address: 1303 E. Central Drive, Meridian, ID 83642.

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: (206) 607- 1600/TDD: (206) 607-1647 Website: www.ed.gov/OCR.

APPENDIX D: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. 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;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

APPENDIX E: FERPA DIRECTORY NOTICE

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must

specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.] The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Meridian Technical Charter, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Meridian Technical Charter may disclose appropriately designated "directory information" without written consent, unless you have advised the Meridian Technical Charter to the contrary in accordance with Meridian Technical Charter procedures.

The primary purpose of directory information is to allow the Meridian Technical Charter to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as **amended (ESEA) to provide military recruiters**, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).] If you do not want Meridian Technical Charter to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Meridian Technical Charter in writing by September 1 of the current academic year.

Meridian Technical Charter has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's legal name
- Enrollment status, awards earned, honor roll data, and diploma earned
- Participation in officially recognized activities and athletics
- Weight and height only with regard to members of athletic teams and only to the extent that such is publicly disclosed for the subject athletic event
- Information found in school yearbooks or activities and athletic programs
- Photographs or videotapes of the student used by the District for recognition of student achievement, awards, and for community relations, including but not limited to inclusion in District publications, video presentations, social media and on the District's website

In accordance with the Every Student Succeeds Act and the National Defense Authorization Act, as the District receives federal funds, Directory Information as well as student names, addresses and phone numbers will be made available to the military or institutions of higher education upon request. Parents/legal guardians or students over the age of 18 may opt-out, requesting in writing that their information not be released.