

Meridian Technical Charter High School

Student-Parent Handbook 2022-2023



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, Vice Chairman

Diane DeSpain, Clerk

Staci Low

Nick Crabbs

Tiffany Greyson

Jim Bradbury

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

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

ADMINISTRATION

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School Mascot: Dragon

School Colors: red, black, and silver

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MERIDIAN TECHNICAL CHARTER HIGH SCHOOL HANDBOOK

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

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

SECTION I: CREDIT REGULATIONS/GRADING/ACADEMICS

To receive credit, two criteria must be met:

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

GRADING SCALE

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

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

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 2019 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	11
Senior Seminar	1
Senior Internship	5
Total needed for graduation:	62

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

ADDITIONAL GRADUATION REQUIREMENTS INCLUDE:

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

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

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

earns less than 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 on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

CREDIT REGULATIONS

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

Credit will be accepted with the following provisions:

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

ADDING/DROPPING CLASSES

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

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

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

CHANGING 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.

HONORS COURSES

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

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

PROFESSIONALISM AND CITIZENSHIP

Each student will receive a grade in professionalism and citizenship. If a student is failing on any Report Card prior to S2, they will receive a letter outlining what the student needs to accomplish to pass. This grade will be P/F. If the 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 and National Technical Honor Societies will be recognized with honor stoles at the commencement ceremony.

SECTION II: STUDENT ATTENDANCE

Each student will be allowed 30 hours of absences each semester 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.

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
- **EXTENDED FAMILY TRIP ABSENCE:** In the instance that an extended family, educational trip occurs while school is in session, the parent and students requesting this exception may be required to do the following:
 - a) Students will submit the completed prearranged absence form to the principal at least two (2) weeks prior to the trip.
 - b) Have passing grades in all classes;
 - c) Not exceeded four (4) unexcused absences in a block schedule prior to this request;
 - d) Not have any trancies or school suspensions;
 - e) Request work from teachers and agree to turn in all pre-arranged work on or before the first day back to class.
 - f) Call the attendance office prior to the dates of absence.
 - g) Submit a one-page project paper for each class with information that substantiates the educational purpose of the trip as it relates to each specific class missed. The papers are due to 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 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, fifteen minutes (15) will be deducted from the student's total allotted absence time. Tardies after ten minutes (10) will be considered a tardy-late. For a Tardy Late, thirty minutes (30) will be deducted from the student's total allotted absence time.

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 truancies may result in expulsion from school. Any pupil is habitually truant who, in the judgment of the Board of Directors, repeatedly has violated the attendance regulations of MTCHS or any child whose parent(s) or guardian(s) failed or refused to cause such child to be instructed. Instructional time due to truancy will be made up at the administrator's designated detention. Instructional time missed due to truancy will continue to accrue toward the maximum 30 hours per semester.

SECTION III: STUDENT CONDUCT

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

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

STUDENT BEHAVIOR MANAGEMENT PROCESS

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

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

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

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

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

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

SCHOOL COURT/PROCEDURAL DUE PROCESS:

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

SECTION IV: GENERAL INFORMATION

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.

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

Parents or students have the right to:

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

CAPS AND GOWNS

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

CELLULAR PHONES AND ELECTRONIC DEVICES

Telephones are for student use during passing periods, breaks, and lunch only. Students will not be called out of class to answer the telephone. Phone messages will be taken for students only in case of emergency. Personal cell phones or electronic communication devices 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

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

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.

CONFLICT RESOLUTION

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

DAILY DRESS AND GROOMING

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

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

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

DISCRIMINATION

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

ELECTRONIC GAMING AT SCHOOL

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

- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- No electronic devices for a minimum of 5 days
- Step Referral
- And/or receive further disciplinary or legal action.
- Students will be required to use the school's devices..

EMERGENCY ADMINISTRATION OF MEDICATION

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

EMERGENCY RESPONSE & LOCKDOWNS

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

FIRE DRILLS

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

FREEDOM OF EXPRESSION

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

ILLNESS AND INJURY

When students become ill or injured at school, they should go to the secretary or designee's office. A pass from the teacher is required, except in emergencies. Students will not be permitted to leave school without

permission from the parent or person specified on the medical consent form. Parents are requested to keep daytime phone and emergency contact information current. Being in the secretary or designee's office for longer than 20 minutes will count as a class absence, unless excused by the Charter Administrator or school secretary.

IMMUNIZATION POLICY

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

Students born after September 1, 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 will be assigned at the beginning of the school year. Lockers should be secured at all times. The school carries no insurance for lost or stolen items and is not responsible for lost or stolen items. Students will use their assigned lockers. Changes in locker assignments must have the approval of the front office.

LOST AND FOUND

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

LUNCH

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

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.

PARKING LOT

The Meridian School District and Meridian Technical Charter High School, Inc. assume no responsibility for theft or damage. Any damage that does occur with a vehicle should be immediately reported to the front office. For security purposes, students are not to be in the parking lot during classes or breaks. The exception is for 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. All students driving to school must register their vehicle(s) with the main office. Students who drive are required to purchase a parking pass and display it in their vehicle. Vehicles must be legally parked in the student parking section. All students driving to school must park in appropriate parking spaces designated for students. Vehicles must be driven in a responsible manner on campus. Inattentive or irresponsible driving will not be tolerated and will be subject to a fine and/or driving restriction. Inattentive or irresponsible driving includes, but is not limited to speeding, rapid acceleration, racing, burning tires, or making illegal turns. Students are expected to exit the parking lot 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.

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.

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. The school will provide students and parents the

opportunity for additional insurance coverage at a nominal cost. MTCHS does have basic liability coverage as required by the state of Idaho.

SEARCH AND SEIZURE

Philosophy

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.

Authorized personnel

Searches of a student or a student's personal belongings shall be conducted by an administrator or his/her designee.

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.

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 DRIVING POLICY, COMPLIANCE WITH IDAHO CODE 49-303

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

STUDENT HARASSMENT (See Appendix A)

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

TRANSPORTATION

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

VISITORS

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

WITHDRAWAL FROM SCHOOL

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

APPENDIX A: 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 502.5)
- Interviews and Administrative Searches (Policy 502.6)
- Bullying (Policy 502.9)
- Harassment (Policy 502.7)
- Transportation Discipline (Policy 702.57)
- Discipline Policy (Policy 502.11: Lines 111-206)

APPENDIX B: TECHNOLOGY POLICY

Technology Expectations

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 G Suite 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.
- Laptops must be stored in the assigned slot of the laptop cart after school hours unless instructed to take home for eDays/remote learning.
- 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.
- School laptops that are taken home will be monitored by the school content filtering system.
- 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 the front office; 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:

- No internet in a class for 1-5 days
- No internet in the whole school for 5 days
- No electronic devices for a minimum of 5 days
- Step Referral
- And/or receive further disciplinary or legal action.

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

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms

- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Applied Digital Skills
- App Maker
- Blogger
- Google Alerts
- Google Analytics
- Google Bookmarks
- Google Books
- Google Cloud Platform
- Google Cloud Print
- Google Custom Search
- Google Data Studio
- Google Earth
- Google Maps
- Google My Maps
- Google Photos
- Google Search Console
- Google Takeout
- Google Translator Toolkit
- Google Trips
- Managed Google Play
- Material Gallery
- Scholar Profiles
- Science Journal
- Search and Assistant
- Socratic
- Third-Party App Backups
- Tour Creator
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.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 G Suite for Education account.

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

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

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

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite 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. When users share information publicly, it may be indexable by 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 unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With MTCHS. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

When you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite 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 limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite 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 G Suite 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 [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

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]

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that

WHAT IS SECTION 504?

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 activity.

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 child'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 child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child'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 child's education records.

The section 504 process [34 CFR 104.35, 104.36]

Your child has the right to an evaluation before the school determines if he or she is 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 child, 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 child.

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

If you disagree with the district's decision

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child 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: 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: 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 name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user