

Meridian Medical Arts Charter High School
Home of the Guardian Knights
2025-2026



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This handbook is presented to familiarize you with the policies and guidelines of the Meridian Medical Arts Charter High School as well as provide you with 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 MMACHS handbook, the West Ada School District Policy will be followed.

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.

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NOTICE OF NONDISCRIMINATION

MMACHS does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities. It is the intent of MMACHS to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the Superintendent.

BOARD POLICY

The Meridian Medical Arts Charter High School Student Handbook serves as a general summary of the expectations, procedures, and guidelines that help support a safe, respectful, and productive learning environment for all students. While it outlines many important policies and practices, it is not all-inclusive. Students and families should be aware that additional policies may apply as adopted by the MMACHS Board of Directors. The most current and complete set of board-approved policies is available for review at:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031016>.

MERIDIAN MEDICAL ARTS CHARTER HIGH SCHOOL

MMACHS MISSION:

We prepare students with the knowledge, skills, and attributes necessary for college or career pathways as future health care professionals who serve within the global community.

MMACHS VISION:

To inspire and prepare the next generation of healthcare professionals.

Academic: Providing an innovative broad-based curriculum that integrates the health sciences

Technical: Utilizing a practical application of scientific skills and academic knowledge beyond the classroom

Ethical: Fostering an understanding of relevant ethical issues encountered in the health science professions

MMACHS OBJECTIVES

Students will be provided with:

1. Concurrent credit programs.
2. Technical Certification where applicable.
3. An honors-based education that is aligned with state standards.
4. A fast-moving college & career ready curriculum integrating the health sciences.
5. The preparation necessary for success at the postsecondary level.
6. A seamless education which connects new concepts to prior learning.
7. Learning opportunities that develop compassion, skill, and vision.
8. Relevant experiences through community service, job shadows & clinical experiences/internships.
9. Continued community partnerships.

MMACHS FOUNDATIONAL BELIEFS

1. The success of every student.
2. Ethics as an essential component of a health science education.
3. Serving our students, our health care partners, and our local/global community.
4. Providing students with the opportunities to gain experience within the medical/Health Science field through partnerships with local health care providers,

5. Creating a safe school environment which maximizes student potential through excellence in both facilities and teaching,
6. The implementation of new approaches to education to enhance quality,
7. Supporting our staff's ongoing professional development and recognizing the staff for their excellence and contributions,
8. Modeling integrity, mutual respect, professionalism, honesty, and responsible behavior at all levels of our organization every day.

TRAITS OF A GUARDIAN KNIGHT

With intention, we practice:

1. Curiosity
2. Integrity
3. Compassion
4. Perseverance
5. Responsibility
6. Communication

ACADEMICS

CREDIT REGULATIONS / GRADING

All coursework must be attempted at MMACHS first before any student attempts online, dual enrollment, or correspondence courses.

A "credit" is earned for the successful completion of competencies. To receive credit, two criteria must be met.

These criteria include:

1. "A", "B", or "C" on all work
2. Competencies are passed.

GRADING SCALE

A.....	90-100
B.....	80-89
C.....	70-79
Work in Progress (WIP)	0-69

If a student receives a "NC", "No Credit", "Work in Progress, WIP" they must recover the class credit and provide the school with documentation of a 70% or higher grade before **May 1st (for seniors) or the second Tuesday in August (all other students)**. If not completed, the student will no longer be academically eligible to return to MMACHS. WIPs will be converted to the corresponding letter grade when students transfer back to their home high school.

NOTE: Any student transferring in with a "D" or "F" grade from another high school or online equivalent must retake the corresponding class or equivalent class.

1. No more than 6 pre-approved courses may be taken outside of MMACHS direct instruction.
2. No more than 2 pre-approved courses may be taken outside of MMACHS direct instruction from any one content area.

ACADEMIC DISHONESTY

Meridian Medical Arts Charter High School does not support replacing lower grades earned, especially when academic dishonesty may be a factor.

COMMUNITY SERVICE – Freshmen Year

At Meridian Medical Arts Charter High School (MMACHS), we believe in the importance of students giving back to the community while also developing strong character. As part of our commitment to fostering service leadership and responsible, compassionate individuals, each freshman student is required to complete 20 hours of community service by December 10th, 2025. MMACHS students are, of course, encouraged to continue providing community service throughout their lives.

Key Points:

Completion of Hours: All freshmen must complete 20 hours of community service by December 10th, 2025. Of these, 10 hours must be completed in a medical-related setting. This may include volunteering at hospitals, health clinics, health-related organizations, or any activity that directly relates to healthcare or medicine. Students may begin completing their hours during the summer, prior to the 9th grade of school. These hours should be documented on the [MMACHS Community Service Tracking Sheet](#), signed by the student's supervisor, and submitted to the office as they are completed. *Please note: Community service activities associated with Boy Scouts, Girl Scouts, or church organizations will not satisfy this requirement.*

Freshman Cornerstone Presentation: The final exam in the Freshman Cornerstone class will be a presentation that reflects the student's community service experience. This presentation will be graded using a rubric, and one component of the rubric will be based on the completion of the required 20 hours. A student that does not complete the required 20 hours will be negatively impacted by this component of the rubric. The weighting and grading associated with the rubric will be determined by the teacher of the Freshman Cornerstone class.

1. Students who complete the required 20 hours will present a summary of their work and its impact on the community.
2. Students who do not complete the 20 hours will present an action plan detailing specific steps to fulfill the requirements. This action plan must outline how they will complete the hours to meet the eligibility criteria for readmission to MMACHS as a sophomore. Once the student completes the 20-hour requirement, they will then present a second time to include a summary of their work and its impact on the community to a group of students determined by the Freshman Cornerstone instructor.

Impact on Sophomore Readmission: If a student does not complete the 20 required hours by December 10th, 2025, and fails to submit and complete a credible action plan approved by the Executive Director, they will not be eligible to return to MMACHS as a sophomore. The community service requirement is tied to continued enrollment at the school.

Midpoint Check-In: A formal check-in will occur at the midpoint of the first semester to ensure students are on track with their service hours. By this time, students should have completed a minimum of 10 hours. If a student has not met this 10-hour threshold, they will be required to attend a meeting with their parents and the Executive Director to discuss a plan for completing the remaining hours by the end of the semester.

Encouragement to Participate in School Club Service: We encourage students to participate in community service activities related to school clubs, as well as seeking individual opportunities to serve. These hours may count towards fulfilling the 20-hour requirement. Please be sure to check with the Community Service Coordinator and Club advisor to determine if the hours are eligible.

Important Dates:

1. **Midpoint check-in for 10 hours:** Mid-October 2025
2. **Deadline to complete 20 hours of community service:** December 10th, 2025
3. **Freshman Cornerstone final presentation:** Final two weeks of Semester 1 (as assigned by the Cornerstone teacher)
4. **Freshman Cornerstone action plan presentation (for students who do not complete hours):** Final two weeks of Semester 1 (as assigned by the Cornerstone teacher)

Final Notes: We understand that students may encounter challenges while fulfilling this requirement, and we are here to support them in finding meaningful service opportunities. Please reach out to your Freshman Cornerstone teacher or school administration if you have questions or need assistance.

GRADUATION

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

Valedictorian(s) will be the student (minimum 6 semesters at MMACHS) with the highest natural cumulative grade point average. Salutatorian will be the student(s) with the second highest grade point average. A copy of his/her Valedictorian speech must be submitted for approval by the principal no later than one week prior to commencement. Discretion of the principal may be employed for any reason concerning the elected student or the speech.

Students with a cumulative grade point average of 3.5 or higher will receive Honor Cords. Members of the National Technical Honor Society will also be recognized with Honor Cords. Valedictorian and Salutatorian will be recognized with Honor Medallions.

GRADUATION EXERCISE PARTICIPATION

Those students who have completed the required courses and who have met the necessary credit and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses may be eligible to receive a diploma from Meridian Medical Arts Charter High School or West Ada but will not be eligible to participate in the graduation exercise. To participate in the commencement ceremony, MMACHS students must wear appropriate caps and gowns.

GRADUATION REQUIREMENTS

Grade 9	Credit	Grade 10	Credit
English 9A	1	English 10A	1
English 9B	1	English 10B	1
Math	1	Math	1
Math	1	Math	1
Biology A	1	Chemistry A (cc)	1
Biology B	1	Chemistry B	1
Freshman Cornerstone	1	U.S. History 11 A	1
Eastern Geographical Perspectives	1	U.S. History 11 B	1
Spanish 1 A	1	Spanish II A	1
Spanish 1 B	1	Spanish II B	1
Health Occ. A	1	Health Occ. C (cc)	1
Health Occ. B	1	Health Occ. D	1
Tech. Life Careers A	1	Comp. Apps (cc)	1
Tech. Life Careers B	1	Comp. Apps	1
Health & Wellness A	1	Health & Wellness C	1
Health & Wellness B	1	Health & Wellness D	1

Grade 11	Credit	Grade 12	Credit
Hon English 11A (cc)	1	College Comp (cc)	1
Hon English 11B	1	College Comp	1
Math	1	Statistics A(cc)	1
Math	1	Statistics B	1
College Bio 1101 A (cc)	1	College Bio 1102 or A & P-A (cc)	1
College Bio 1101 B	1	College Bio 1102 or A & P-B (cc)	1
Psychology 1	1	Economics	1
Psychology II (cc)	1	Medical Law & Ethics	1
Government A	1	Certification	3
Government B	1	Certification / Internship	3
Health Applications A	1	Personal Finance	1
Health Applications B	1	Elective	1
Elective	1	(Speech)	1
Elective	1		
Elective	1		
Elective	1		

***Reference Board Policy 2710: High School Graduation Requirements**

SCHOOL PROCEDURES

LOCKERS AND LOCKS

MMACHS authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots). Lockers will be assigned at the beginning of the school year. Lockers should always be secured. 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. To maintain order and security at Meridian Medical Arts Charter High School, MMACHS authorities are authorized to conduct reasonable searches of School property and equipment, as well as of students and their personal effects. ***Refer to Board Policy 3370: Searches and Seizure.***

STUDENT IDENTIFICATION BADGES

All students are required to have their school-issued photo identification badge with them at all times while on campus. Students may wear their badges using the provided lanyard or keep them securely attached to their personal belongings. Students without their badge will not be permitted to leave campus during lunch. Repeated failure to have a badge may result in a required meeting with the Executive Director and the student's parents. Possessing and displaying your badge is a critical safety measure and supports efficient office check-in and check-out procedures.

SCHOOL VISITORS

Students who are not members of the MMACHS 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. They must buzz into the school through the access control panel outside the main entrance. Upon verification of who you are and why you are at school, you may be allowed to enter the office. Visitors must secure a visitor's badge at the main office using their photo ID. 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. ***Refer to Board Policy 4140: Visitors to the School.***

LUNCH / BREAKFAST

Students must eat lunch/breakfast in the social center or on the patio. Food is only allowed in these designated areas and may not be eaten in the parking lot. During instructional time, students are not permitted to leave class to order, pick up, or eat food that has been delivered to the school. All food deliveries for students will be left outside the front doors until collected. The school and staff are not responsible for any food delivered.

FOOD ON CAMPUS

Lunch begins immediately after study hall, except on late start days. Teachers may allow students to eat in classrooms without carpet, during non-instructional time. During instructional time, students are not permitted to leave class to order, pick up, or eat food that has been delivered to the school. Student lunches that are ordered will be placed outside the main school doors for pickup during non-instructional time.

Breakfast is also available each morning. Students are required to remain in the Social Center to eat breakfast. Students are responsible for arriving to school early enough to eat breakfast prior to the start of class.

Finally, be mindful of the impact of food on our janitorial staff and pest control efforts.

ANIMALS

Unauthorized animals are not allowed at school. Animals for special projects may be brought to school with prior permission from the administration. ***Refer to Board Policy 2375 Service Animals in School and 2580 Use of Animals in Educational Programs.***

PERSONAL COMMUNICATION DEVICES

Student cell phone use is only allowed at non-academic times, unless otherwise instructed by the teacher. Phone messages will be provided to students only in case of emergency. Cell phones and communication devices may be used in the classroom with teacher permission and for educational purposes only. If a communication device is being used inappropriately or without teacher permission, it will be confiscated. On the first offense, the device will be confiscated until the end of the school day. Subsequent offenses may require a parent to come to school and pick up the device. ***Refer to Board Policy 3260 Personal Device Electronic Policy Use.***

LOST AND FOUND

Students are responsible for all personal items brought to school. The Meridian Medical Arts Charter High School does not accept liability for any personal item lost on school property due to theft, fire, or water damage or for any other reason. If you have lost an item, check at the main office and/or the lost and found. 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 for the location of the lost and found. Material left in the lost and found will be donated to charitable organizations for disposal at the end of each semester.

DRESS CODE

Aligned with the MMACHS Mission Statement

“We prepare students with the knowledge, skills, and attributes necessary for college or career pathways as future health care professionals who serve within the global community.”

At Meridian Medical Arts Charter High School (MMACHS), we believe that the educational environment is strengthened when students are dressed in a manner that promotes respect, professionalism, and readiness to learn. As future healthcare professionals, students are expected to develop habits that reflect the values of their chosen field including presenting themselves with dignity, cleanliness, and professionalism.

While students and their families are primarily responsible for personal appearance, the MMACHS Board of Directors has a responsibility to ensure a school environment that is safe, distraction-free, and conducive to learning. Therefore, all students are expected to adhere to the following dress code while on MMACHS premises or participating in any school-sponsored activity, regardless of location.

General Guidelines

1. Clothing must be clean, and in good repair.
2. Clothing must not contain cuts, holes, rips, or tears.
3. Pajamas, loungewear, and slippers are not approved for school unless prior approval granted, i.e., spirit week.
4. Shorts, skirts, and dresses must extend to mid-thigh or longer.
5. Tops must have shoulder straps at least three inches wide.
6. Sheer or see-through garments must be layered over clothing that meets dress code requirements.
7. All undergarments, midriff, back, and torso must be covered at all times.

Professional Appearance Standards

8. Cosmetics should be used in moderation; glitter on skin or hair is not permitted.
9. Fragrances (perfume, cologne) must be used sparingly to avoid disrupting others.
10. Visible tattoos must be school-appropriate in content.
11. Hair must be a natural color (such as shades of blonde, brown, black, natural red, or natural gray). Bright, neon, or unnatural colors (including but not limited to blue, green, pink, purple) are not permitted. Hair should be kept out of the face and eyes to maintain a professional appearance and avoid distraction.

Jewelry & Accessories

12. Jewelry should be simple and worn in moderation.
13. One small nose piercing is permitted, excluding septum piercings. Clinical facilities reserve the right to exclude any facial piercings.
14. Hats, hoods, or any head coverings are not to be worn inside the building during school hours, unless approved for cultural, religious, or medical reasons.

Footwear

15. Shoes must be worn at all times. Slippers or footwear that pose a safety risk are not allowed.

Prohibited Content on Clothing and Accessories

16. Students may not wear or carry items that depict, promote, insinuate or reference:
 - a) Alcohol, tobacco, or drugs (including paraphernalia)
 - b) Gangs, violence, or weapons
 - c) Sexually explicit, lewd, profane, or offensive words/material
 - d) Hate speech or symbols
 - e) Any illegal activity or behavior
17. Clothing or accessories that promote a hostile, unsafe, or disruptive environment will not be permitted.

Clinical and Site-Specific Expectations

18. Students must adhere to the dress code policies of individual clinical or internship sites. These expectations may exceed school standards and will be communicated in advance. Failure to adhere to clinical dress codes may negatively affect a student's course grade, and graduation.

Interpretation & Exceptions

- a) The Executive Director or designee retains authority to interpret this policy.
- b) Temporary dress code exceptions may be granted by administration for school spirit days, approved events, or cultural observances.
- c) MMACHS seeks to accommodate students' cultural, religious, or ethnic dress and grooming practices as long as they do not disrupt the educational process or pose a health/safety risk.

Professional Dress Days

To prepare students for a successful future in the health care field, Meridian Medical Arts Charter High School has instituted designated professional dress (pro dress) days. Every second Tuesday of the month will be Professional Dress Day. These days are mandatory. Students may also be required to be in Pro Dress for classroom presentations or school activities. Failure to dress appropriately will result in a phone call home to parents to bring appropriate clothes to school. Students will not be kept out of class longer than one class period for the first infraction.

Pro-Dress should include:

1. Tailored dress (knee length)
2. Slacks or Skirt (knee length)
3. Closed-neck, tailored dress shirt/blouse
4. Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers (clean and in good condition)
5. Suit and tie (optional)
6. Head covers required for religious purposes or to honor cultural traditions are allowed.

Enforcement & Consequences

1. Students in violation of the dress code will be asked to change into appropriate attire before returning to class. Lost instructional time due to dress code violations may be marked as unexcused, and students will be expected to make up missed work as a result.
2. Repeated or defiant violations may result in progressive disciplinary action, following the STUDENT BEHAVIOR MANAGEMENT PROCESS in the student handbook.
3. Parents/guardians will be contacted for repeated infractions.

Final Note

MMACHS expects students to exercise sound judgment in selecting attire that reflects the professionalism of the healthcare field. The dress code exists to support academic success and personal development in a respectful and safe environment for all.

Refer to Board Policy 3255: Student Dress

FIRE & LOCKDOWN DRILLS

Fire drills are held each month in accordance with state requirements. These are for everyone's safety and students are expected to treat them accordingly. MMACHS will have a minimum of two scheduled lock down drills each year in cooperation with the Meridian Police Department.

ILLNESS AND INJURY

When students become ill or injured at school, they should go to the 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 in PowerSchool. Parents are requested to keep daytime phone and emergency contact information current. Being in the nurse's office for longer than 20 minutes will count as a class absence, unless excused by an administrator.

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 parents and kept on file in the office in order for staff to assist students in taking the medication. Parents are requested to make the school aware of any student illness or medical problem that could affect their student's wellbeing at school. ***Refer to Board Policy 3510: Student Medicines***

IMMUNIZATION POLICY

Idaho State Law (39-4801) requires students K-12 to have as a minimum the following immunizations:

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE			
	Kindergarten ¹ - 6th Grade	7th Grade - 11th Grade	12th Grade
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴ (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴ (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁶
Children born after Sept 1, 2005 ¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴ (2) Varicella (Chickenpox) ⁵ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴ (2) Varicella (Chickenpox) ⁵ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B ⁴ (2) Varicella (Chickenpox) ⁵ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁶

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.
4. Hepatitis B: The use of combination vaccines may result in an extra (4th) required dose of Hepatitis B.
5. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
6. Children should have one dose of meningococcal (MenACWY) vaccine before the 7th grade. A second dose of MenACWY is required prior to admission into the 12th grade. However, if a child received their first MenACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12th grade admission.

All students who are enrolling, transferring, or returning after having previously withdrawn, **MUST SHOW VERIFIABLE DOCUMENTATION OF IMMUNIZATION AT ENTRY OR REENTRY**. The month, day, and year of each vaccination date is required to be on file at school. Exemption from this law is allowed for medical, personal, or religious reasons. An Idaho Exemption Form must be on file at school. Exempt students will be excluded from school for at least two weeks should a case of the exempted disease occur at school.

Clinical facilities require all students to be current on immunizations. This may include a flu vaccine and current TB test, and COVID 19. This includes clinicals for CNA, EMT, MA, Pharm Tech, internships, and job shadows. Clinical sites reserve the right to **not accept signed exemptions**. Should this be the case, students without proper immunizations may be required to find their own clinical experiences in order to meet requirements for passing a course needed to graduate from MMACHS. Specific requirements will be found in the course syllabus, and questions should be directed to the instructor or CTC administrator as soon as possible.

STUDENT DRIVING PHILOSOPHY AND 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 principal in order to obtain a driver's 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 school's intent to request that the ITD suspend the students driving privileges, whether 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 principal/designee for the purpose of reviewing the pending suspension of driving privileges. The hearing is to be conducted within 30 days after the principal/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 that 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 school office to obtain a Letter of Compliance.

CLOSED CAMPUS

Parents may pick up their son/daughter from school at any time. Juniors and Seniors may leave for lunch. **Sophomores may leave for lunch with a signed parent permission slip on file in the office.** If a 9th or 10th grader leaves campus without permission during lunch, disciplinary action will be taken. The minimum action will be detention. If an 11th or 12th grader transports a 9th or 10th grader off campus during lunch (without permission), the upper classman will lose his/her privilege to leave campus at lunch for the remainder of the semester.

PARKING LOT

The West Ada School District and the Meridian Medical Arts Charter High School, Inc. assume no responsibility for theft or damage. Any damage to a vehicle should be immediately reported to the front office. For security and safety, students are not allowed to loiter in the parking lot. Freshmen are not allowed in the parking lot during school hours.

STUDENT DRIVING

Parking privileges at MMACHS are available to students in grades 10–12 who possess a valid driver's license and proof of vehicle insurance. Students must park in the designated student parking area and display a current MMACHS parking permit clearly on their vehicle at all times. All vehicles must be legally parked within marked spaces.

Parking permits are issued on a first-come, first-served basis and cost \$5. To obtain a permit, students must provide:

1. A valid driver's license
2. Proof of current vehicle insurance

Permits will not be issued without this documentation.

While parking is generally limited to students in grades 10–12, 9th-grade students who become legally eligible to drive may be granted parking privileges during the second semester **if space is available** and with prior administrative approval. Students who choose to park off campus are subject to all city ordinances and may be towed at owners expense.

Failure to follow parking guidelines or displaying unsafe driving behavior may result in the loss of parking privileges.

TRANSPORTATION

When students leave for school-sponsored activities during the school day or meet at the school prior to leaving, they must ride the school sponsored transportation. Students may ride home with their parents, provided one parent makes personal contact with one of the activity sponsors. Students leaving from MMACHS to participate in school sponsored activities (internship, clinicals etc.) may drive their own vehicles provided that prior arrangements and parent permission have been granted but may not transport other students without written permission from both parties submitted 48 hours in advance to the school.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for the student to withdraw from school, the student must have parental permission. Parental permission is obtained by the parents by emailing the school counselor. 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. Secure all signatures required on the form and turn the form in at the office prior to leaving campus. Withdrawal students must not interrupt classes. Students who withdraw from school do not loiter in halls or on school grounds at any time and

may be cited for trespassing. A student wishing to withdraw and return to their traditional high school should wait until the end of a grading period.

ATTENDANCE POLICY

Regular class attendance is one of the most important aspects of a student's educational experience. Daily attendance is critical to learning and the continuity of instruction and active classroom participation. A student who is absent does not receive the benefits of personal interaction with teachers, staff, and peers. There is a strong correlation between consistent class attendance, parental involvement, and academic success at MMACHS. The Meridian Medical Arts Charter High School's course schedule and academic intensity makes it extremely important for a student to be in class at all times.

Good school attendance is the responsibility of the student AND the parent or guardian. Attendance at school, like attendance on a job, is critical for successful performance. As part of the preparation for employment in the medical field, students are expected to demonstrate diligence in being present.

Tardy: When students arrive late to class (up to 20 minutes) they will receive a tardy.

Tardy Late: When students leave class prior to the last 20 minutes of class, they will be marked Tardy Late.

Tardy Policy and Credit Recovery

1. 3 tardies in any class will result in a warning.
2. 4 tardies in any class will result in a loss of credit for that class.

Credit Recovery:

Students who lose credit due to tardies may recover it by completing six (6) days of early morning tardy detention.

1. This credit recovery opportunity is available only once per semester, per class.
2. After completing the 6-day detention, if a student receives another (5th) tardy in the same class, they will be ineligible for additional credit recovery through detention.
3. In that case, the student must submit an appeal to the MMACHS Board to request credit reinstatement.

Absences: All absences, except school activities, count against a student's total of six (6) absences. There are only six (6) absences permitted in a class period during the entire semester. **LOSS OF CREDIT WILL OCCUR IF THE STUDENT EXCEEDS SIX (6) ABSENCES.** Senior certification course blocks are divided by individual periods for attendance purposes. The **ONLY** absences that **WILL NOT** be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities once the official coach, advisor, or designee, has emailed MMACHS notifying them of the event. These exemptions will apply to students participating in varsity sports events, activities deemed co-curricular, and others deemed school-related or curricular related.
2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Executive Director or designee.
3. Subpoenas to appear in court or court-ordered placements for special services; and
4. Extended illness or hospitalization verified by a doctor's statement.

ABSENCE CODES

1. Code label PRC includes illness, accident, professional appointments, trips, bereavement, and religious observances.

2. Code label UNV indicates student truancy. To clear an absence labeled truancy, a parent or guardian must call the school office within 48 hours of the marked unverified absence. Students who have absences totaling more than 6 days will require a petition to the Executive Director to receive credit at Meridian Medical Arts Charter High School.

Refer to Policy 3050-A1: Attendance Policy

MAKE-UP WORK POLICY

Students are allowed to make up work after any absence, including absences due to out-of-school suspension.

1. Make-up work should be ready for submission upon the 2nd day back in class, unless otherwise specified in the course syllabus.
2. This policy applies to all types of absences, including unexpected ones such as illness, injury, or a family emergency.

Example:

If a student misses a Monday A-Day, their make-up work from that day will be due on the second A-Day of their return.

Assuming the A-Day schedule is Monday, Wednesday, and Friday:

- a) The student returns on Wednesday (first A-Day back)
- b) The make-up work is due by Friday (second A-Day back)

Pre-Assigned Work:

Assignments, projects, or tests assigned before the absence are due immediately upon the student's return, unless arrangements have been made with the teacher in accordance with the course syllabus.

PERMITS TO LEAVE CAMPUS

Students may not leave campus during the school day (outside of lunch) without first signing out at the office. Leaving campus without signing out in the office will be dealt with in the student behavior management process. Students must have parental permission before leaving the campus.

OTHER ABSENCE RELATED INFORMATION

1. **ABSENCES ON THE DAY OF AN ACTIVITY** – A student who is absent during any part of the school day of an evening performance or function may not participate in that performance or function.
2. **ADVANCED MAKE-UP** – When a student will be absent for personal reasons, and if possible, in emergency situations, an Advanced Make-up form must be completed and returned to the office prior to the absence. All assignments must be completed upon return. MMACHS expects all students to be in attendance the week prior to scheduled school breaks, especially during final exams/tests.
3. **SEMESTER TESTS** – No semester tests or finals will be given early without administrative approval.

STUDENTS WITH DISABILITIES

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

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

1. Take part in and receive benefits from public education programs without discrimination because of the student's handicapping condition.
2. Receive notice of the rights under federal law.

3. Receive notice regarding student identification, evaluation, or placement of the student.
4. Receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities.
5. Receive an education with facilities and services comparable to those provided non-handicapped students.
6. Receive special education and related services if the student is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program.
9. Have an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine relevant records relating to decisions regarding the student's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records.
13. Request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school district refuses this request for amendment, the parents will be notified and advised of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program, or placement. The parents and student may take part in the hearing and have attorney representation. Hearing or mediation requests must be made to the district 504 Compliance Officer.
15. Ask for payment of reasonable attorney fee if the claim is successful.
16. File a local grievance.

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 exhibit the Traits of a Guardian Knight and use good judgment in their actions and activities while at school. The following items will not be tolerated and may result in a parent conference, suspension and/or expulsion from school, and are subject to legal consequences.

Unacceptable Behavior may include but is not limited to the following:

1. Incurability
2. Fighting, challenging to fight, or encouraging others to fight.
3. Vandalism to school property or equipment and misuse of vending machines. Misuse of vending machines will be dealt with by the MMACHS discipline referral policy and students' names can be given to the vending machine owner for prosecution.
4. Theft or possession of stolen property
5. Causing the evacuation of the building outside of true emergencies

6. Unacceptable conduct in the halls, classroom, school grounds, on the bus or at school activities
7. Inappropriate showing of affection (this includes but is not limited to hugging, kissing, or groping) in the halls, school grounds or school activities.
8. Improper use of network functions or inappropriate use of computer equipment and Artificial Intelligence tools/software/websites.
9. Objectionable literary or pictorial materials. This includes material displaying or advertising alcohol, tobacco or drugs or inappropriate sexual content.
10. Inappropriate comments such as: abusive, vulgar, or racial language in the halls, classroom, school grounds or on school activities
11. 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, skateboards, laser pens, toy or fake weapons, etc.)
12. Alcohol, drugs, and tobacco
13. Possession, use or dispensing of controlled substances.
14. Cheating-
 - a) 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:
 - i. photocopying or scanning another student's work
 - ii. plagiarism of any kind
 - iii. downloading another student's work from the network or internet and turning it in as original work
 - iv. copying and pasting website information into student's document without APA citations
 - v. Use of AI without teacher permission
 - vi. copying answers from another student
 - vii. reasonable suspicion by a teacher
 - b) Students caught or suspected of cheating will be dealt with according to the Meridian Medical Arts Charter High School Discipline Policy.

Refer to Board Policy 3330: Student Discipline and Board Policy 3340: Corrective Actions and Punishment

STUDENT BEHAVIOR MANAGEMENT PROCESS

Students who violate school policies, procedures, or engage in behavior that disrupts the orderly operation of the learning environment will be subject to due process through the student behavior management system. Disciplinary actions may follow after a teacher has implemented the steps outlined in their classroom management procedures, as described in their syllabus.

1. 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 administrator.
 - a) Student conduct will be reviewed.
 - b) The administration will document the investigation.
 - c) An action plan and timeframe for completion will be determined.
 - d) A copy of the allowed investigational material will be given to parents upon request.
 - e) A step 1 referral action will be in effect for 9 weeks.
2. Step 2: A second referral to the office within the 9 weeks period of Step 1, a student behavior improvement plan will be created in order for the student to remain at MMACHS. The behavior improvement plan will be between the student, parent, and administrator. The student must complete the behavior improvement plan agreement to

be removed from Step 2 and returned to Step 1. Any behavior improvement plan not completed/complied with during the 9 weeks will be considered a violation of the contract.

3. Step 3: A third 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 considered by the Meridian Medical Arts Board of Trustees for expulsion or allowed to return to their home school. Any student receiving a referral during the last 9 weeks of school will have the behavior improvement plan carried over to the next school year.

MALICIOUS HARASSMENT AND/OR INTIMIDATION

No student shall willfully or maliciously engage in harassment or intimidation of another person because of race, gender, color, religion, ancestry, or national origin. All students have the right to feel safe from possible injury, damage, destruction, or defacement of real or personal property and not feel threatened by work or act. Physical or verbal assault by any student will not be tolerated.

REPORTING THREATS/SAFE SCHOOL HOTLINE

Meridian Medical Arts 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 principal, counselor, or other member of the school staff for investigation and follow-up. MMACHS uses the **See Tell Now** system for anonymous reporting of threats to physical or emotional safety. Please use the QR Code posted in our building or this link to submit a tip:

<https://schoolsafety.idaho.gov/see-tell-now/>.

STUDENT SEXUAL HARASSMENT CODE

The Board of Directors believes that students at Meridian Medical Arts Charter High School, Inc. have the right to learn in an atmosphere conducive to the achievement of their potential. The Meridian Medical Arts Charter High School, Inc. believes in maintaining an educational environment in which individuals are treated with respect and dignity. Sexual harassment of students whether verbal or physical by a district employee or by other students is unacceptable and will not be tolerated.

Refer to Board Policy 3290: Sexual Harassment/Intimidation of Students

COMPUTER / NETWORK ETIQUETTE

Student logins on the school's network are considered a privilege, not a right. Students are expected to use all technology (including their own) for school purposes only. They are allowed to save documents only to their home directories on the network and other drives as specified by their teachers. Violations will result in consequences according to Meridian Medical Arts Charter High School Policy and may result in legal prosecution according to the Idaho State Code (section 18-2201 and 18-2202). If the guidelines are violated, students will lose their computer privileges for a minimum of five days and be placed on Step 1 of the Student Behavior Management process and/or receive further disciplinary or legal action.

Refer to Board Policy 3260: Personal Device Electronic Policy Use

Refer to Board Policy 3270: Charter School-Provided Access to Electronic Information

Refer to Board Policy 3270-PR(1): Charter School-Provided Access to Electronic Information- Acceptable Use of Electronic Networks

ZERO TOLERANCE POLICIES

Zero Tolerance, will be in effect while on the property of a public or private school or in those portions of any building, stadium or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extra-curricular or academic activity off school grounds.

WEAPONS

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use, any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another person, and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this policy.

The following are examples of instruments ordinarily or generally considered weapons:

1. knives of all types
2. guns
3. lead pipes
4. chains
5. chick-sticks
6. throwing stars
7. darts
8. metal knuckles
9. black-jacks
10. fireworks
11. laser pens
12. explosives
13. mace or other chemicals.

The school district is mandated by federal law under the “Gun Free Schools Act of 1994” to expel from school for a period of not less than one year (two full semesters) FOR a student who is determined to have brought a weapon, as defined by the law, to school.

ALCOHOL / CONTROLLED SUBSTANCES

ALCOHOL/CONTROLLED SUBSTANCE USE, DISTRIBUTION OR SALE: Students are forbidden to distribute or intend to distribute/sell drugs/alcohol or controlled substances, or any substance available with or without a prescription, that can be used in a manner detrimental to one’s health and in excess of recommended dosage to other students or persons on or near district property during school hours or at a school sponsored event, including dual-enrolled programs as defined in the policy. It shall be presumed that a student in possession of these substances in amounts more than that for personal one-time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scales, pipes, and/or plastic bags has the intent to sell or deliver such controlled substances 193 (See West Ada Drug and Alcohol Policy)

BOMB THREATS

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

ARSON

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

Theft

Attempted or actual theft of and/or damage to property of MMACHS or property of a member of the MMACHS community will be treated under the Zero Tolerance policy.

VERBAL OR WRITTEN THREATS

Verbal threats, including those made by telephone, electronically transmitted, or written threats of any type against school or individual(s), will be investigated by school administrators and a resource officer. Any student involved in these threats will be recommended for expulsion. Students in violation of any zero tolerance guidelines will be recommended for expulsion and referred to the appropriate authorities. The duration of the expulsion may be for the remainder of the semester; or if occurring in the second semester, the student may be recommended for expulsion for the next semester (In compliance with Idaho Code 33-205)

SEARCH AND SEIZURE

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

Refer to Board Policy 3370: Searches and Seizure

Reasonable Suspicion

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

Authorized Personnel

Searches of pupil's person or his or her personal effects shall only be conducted by the Executive Director of the school, which the student attends or police officer.

Witness

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

Personal Searches

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

Failure to Cooperate

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

Regular Inspection

School property, such as lockers and desks, are jointly held by the school and the pupil. School administrators have the right to conduct general inspection of all such property on a regular basis. Lockers can be searched to maintain the integrity of the school environment and to protect other students. During these inspections, items which are school property, may be collected. Students should not expect privacy for items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein. Vehicles which are unattended and in public view, are subject to general inspection. Illegal items or other

possessions reasonably determined by proper school authorities to be a threat to the pupil's safety and security can be seized by school officials

Inspection of Vehicles

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

Illegal items

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

Disposition of items

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Use of Trained Dogs

Subject to the following conditions, the principal may authorize the use of trained dogs to locate the odor of controlled substances on school grounds:

1. The dogs shall be certified as drug detection dogs.
2. The Principal or the Principal's designee shall be present.
3. Students shall not be in the immediate vicinity of lockers or vehicles being searched.
4. All dogs shall be on a leash and will not be allowed to come near any student.

ACCESS TO STUDENT RECORDS

In compliance with the Family Rights & Privacy Act of 1974, Parents 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 rights 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 that 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.

Refer to Board Policy 3570: Student Records

FREEDOM OF EXPRESSION

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

COMPLAINT PROCEDURES

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 for resolution. If the matter is not resolved, a conference with the principal may be requested. If the matter is not resolved with the principal, the parents and/or students may request to speak at a regular board meeting.

Refer to Board Policy 4110: Public Complaints

SEXUAL HARASSMENT / DISCRIMINATION

The Meridian Medical Arts Charter High School does not discriminate based on 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. *Refer to Board Policy 3290: Sexual Harassment / Intimidation of Students*

SEXUAL HARASSMENT POLICY

BULLYING

It is the policy of Meridian Medical Arts Charter High School to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-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.

DEFINITION

1. Bullying means any intentional gesture or any intentional written, verbal or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:
 - a) Harming a student; or
 - b) Damaging a student's property; or
 - c) Placing a student in reasonable fear of harm to his or her person; or
 - d) Placing a student in reasonable fear of damage to his or her property; or
 - e) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or
 - f) Unreasonably interferes with an individual's educational performance; or
 - g) Otherwise adversely affects an individual's educational opportunities.
2. Cyberbullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:
 - a) Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
 - b) Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
 - c) Phone call bullying via mobile phone uses silent calls or abusive messages.
 - d) Email bullying uses email to send bullying or threatening messages
 - e) Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
 - f) Bullying through instant messaging (IM) is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
 - g) Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites.

PROHIBITED BEHAVIOR

Students attending Meridian Medical Arts Charter High School are prohibited from engaging in the following behaviors:

1. 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.

2. Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
3. 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.
4. Bullying also includes any act of retaliation taken against:
 - a) Any person bringing a complaint of bullying
 - b) Any person assisting another person in bringing a complaint of bullying, or
 - c) Any person participating in an investigation of an act of bullying.

DISCIPLINARY INVESTIGATION

The Executive Director or designee will investigate any allegations of misconduct that are reasonably characterized as bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

The administrator in charge of the investigation should take the following steps:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain a written statement from witnesses, if any

DISCIPLINARY ACTION

If there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion may be taken against the offender. If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record or in the accused student's permanent record.

In the event the investigation discloses that the complaining student has falsely accused another individual of bullying knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the bullying involves violent or other conduct which could be reasonably considered to be criminal in nature, the building administrator will refer the matter to the local law enforcement agency for violation of Idaho Code 18-917A.

In the event that it can be proven that cyberbullying took place using district resources, i.e. computers or phones, the student found to have used district equipment may be subject to disciplinary action, up to and including expulsion.

PROTECTION AGAINST RETALIATION

No retaliation will be taken against a student, parent or employee who reports bullying in good faith. Any person found to have retaliated against another individual for reporting an incident of bullying may be subject to the same disciplinary action up to and including expulsion.

CONFIDENTIALITY

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

RECORD OF ALLEGATIONS

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

NETWORK/INTERNET USE

The Internet can be a unique and valuable tool that supports the education of students in Meridian Medical Arts Charter High School. The Internet provides access to information in millions of files worldwide. Its proper use can open new opportunities for research and communication. With those opportunities come the disadvantages or dangers of access to information that may not be appropriate in schools. The Meridian Medical Arts Charter High School will make every possible effort to limit improper use and to shield users from access to inappropriate materials.

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All network/internet users are expected to always use the network for purposes appropriate to the educational environment. This policy of Internet safety protects against access of visual depiction that are:

1. Obscene, child pornography, and harmful to minors. (Section 1721 of Children's Internet Protection Act.

Student logins on the school's networks are considered a privilege, not a right. Students are expected to use all technology for school purposes only. They can only save documents to their home directories on the network and other drives as specified by their teachers. Students are responsible for all files and programs stored in their directory.

UNACCEPTABLE COMPUTER/NETWORK ACTIVITIES

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

NETWORK ETIQUETTE

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

1. 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.

2. Use the appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal personal information about others and be cautious when revealing personal information about yourself (age, gender, phone number, address, etc.)
5. Do not use the network in such a way that it would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property, but open to public scrutiny.
7. 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.
8. Do not transmit materials, information, or software in violation of any Commercial uses of Internet resources by students and staff local, state, or federal law.
9. Do not copy (from disk or any other storage device), download, or distribute any materials and/or files that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or that encourages the use of controlled or illegal substances.

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, or permission must be obtained directly from the author or owner.

SECURITY

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

OTHER ACTIVITIES

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

CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET

Any action by a user that is determined by an administrator to constitute an inappropriate use of the network as per Charter School policy or Idaho Code 18-2201 and 18-2202 or to improperly restrict or inhibit other users from using the network will result in disciplinary action. At minimum, students will lose their computer privileges for all classes for five days and be placed on Step 1 of the Student Behavior Management process and/or receive further disciplinary or legal action. A user will be required to reimburse the Meridian Medical Arts Charter High School for any losses, cost, or damages, including attorney's fees, caused by inappropriate use of the network.

TRANSPORTATION DISCIPLINE POLICY

BUS CONDUCT

Pupils are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus can deprive a student of the privilege to ride.

BUS USE RULES

Orderly behavior is expected at the bus stop. Use only the bus and bus stop assigned to you. When it is necessary to get off the bus at another stop or ride another bus, the driver will need a note signed by the student's parent or guardian.

Be on time at the bus stop (five minutes before the bus is scheduled to arrive). The driver will not wait for a tardy passenger. If you must cross the street, wait for the driver's signal, and cross in front of the bus.

No live animals, birds, reptiles, fish, or insects are permitted on the bus.

BUS MINOR VIOLATIONS

Remain seated facing forward while the bus is in motion; the driver will assign seats. Always keep your hands and feet to yourself. Talk quietly. Silence is required at railroad crossings. Eating, drinking of beverages, and littering are prohibited on the bus.

BUS MAJOR VIOLATIONS

Swearing and use of inappropriate language are not allowed.

Keep head and arms inside the bus. Throwing, shooting, and spitting of any objects are prohibited.

Do not play or tamper with the bus or bus equipment (including seats). The emergency door is to be used only in an emergency.

Hitting and fighting on the bus is not allowed. This includes students who either encourage a fight or continue to incite a fight through teasing or harassing of another student.

Possession, distribution, or use of illegal drugs, tobacco and alcohol on the bus is prohibited.

BUS CONDUCT ZERO TOLERANCE

Students in violation of any zero-tolerance rule will be referred to the appropriate school administrator and lose bus riding privileges until they are reinstated in school. Zero tolerance violations are MAJOR VIOLATIONS and include:

1. Weapons: Possession, use or attempt to use anything as a weapon (see student handbook definitions).
2. Bomb Threat: Placing or detonating a bomb, calls, or written threats of bombs.
3. Arson: The malicious burning of or attempting to burn the bus or any bus equipment.
4. Verbal/written threats

BUS CITATIONS

Students not following the bus rules listed above will be given a citation. The following are the consequences for each citation given:

1. First Citation: Student must return citation with the signature of a parent/guardian.
2. Second Citation: Parent/guardian and student meet with Transportation Department representative or three-day suspension from riding the bus.
3. Third Citation: Ten-day suspension from riding the bus. The student and parent/guardian must meet with and obtain signature of building administrator.
4. Fourth Citation: Permanent suspension from riding the bus for the remainder of the school year.

DRUG AND ALCOHOL POLICY

The Meridian Medical Arts Charter High School recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement with drugs and alcohol may cause problems in their daily lives. We also recognize that in many instances a student's involvement can lead to illnesses of chemical dependency and alcoholism. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student. We will be involved in disciplinary action when needed.

We believe in the value of training employees to help recognize a student in need and to increase awareness levels with respect to substance abuse. We wish to encourage continuing training in the area among employees through contracted programs and through our employees' own efforts.

The Meridian Medical Arts Charter High School believes that, along with the parents and the community, the school has a role to play in helping students understand the health risks and total dangers of alcohol and drug use. Therefore, we will cooperate by acting as a resource to students, parents, and teachers. Our intent is to act as an educator, identifier, referring agent and to promote the safety, health, and wellbeing of our students.

Referral of possible substance abuse to Behavioral Management Team

Whenever there is a concern expressed regarding a student's behavior in conjunction with possible use of drugs and alcohol, it is referred to the behavioral management team. The behavioral management team assigns a member of the team to collect the following data: behavioral checks from all teachers, attendance and tardies, current grades, past grades and performance on standardized tests, and discipline referrals. A pre-diagnostic screening test may be given, if appropriate.

Once the information has been collected, it is reviewed with the rest of the members of the behavioral management team. The team determines an action plan for dealing with the problem. The action plan may include one or more of the following:

1. Intervention-recommend drug/alcohol evaluation.
2. Contract and refer student to Insight Class.
3. Assign member to monitor student for a specified amount of time.
4. No continued concern-drop referral.

If it is decided that an intervention is necessary, the behavioral management team will call and request the parent to attend a meeting with some members of the behavioral management team to discuss a concern about their student. If possible, both parents should be present for the meeting. The intervention team is always composed of the principal, counselor, and the building drug prevention counselor. Other optional intervention team members may include the principal or other significant people.

The intervention team meets before parents arrive and determine who is going to share the meeting and who is going to share what data. The goal of the intervention is to have the student evaluated by a chemical dependency agency. A list of services available will be provided for the parents. Schools should have parents sign consent for the release of information between school and the agency.

GUIDELINES FOR ASSEMBLIES, SPIRIT WEEKS, CLASS MEETINGS, AND SKITS

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Teachers are required to attend all school-wide assemblies unless otherwise assigned by the principal. To reinforce the core value of respect, maintain discipline and help foster an atmosphere appropriate for the assembly, teachers are asked to model respectful attention to the speakers or performers (ie...refraining from cell phone use during this time).

Expectations for Students

1. Students are expected to attend all assemblies unless otherwise excused by administration.
2. Appropriate behavior is expected at all times. Disruptive behavior, including talking, phone use, or disrespect toward presenters or performers, will not be tolerated.
3. Students should sit with their assigned grade level or group unless directed otherwise.

Expectations for Teachers

1. All teachers are expected to attend assemblies and supervise students actively.
2. Teachers should help monitor student behavior, assist with transitions, and sit near students when needed to provide supervision.

Pep Assembly Schedule

1. Winter Pep Assembly Friday December 5th
2. Spring Pep Assembly Friday May 1st
3. Senior Award Assembly Wednesday May 13th

CLASS / CLUB MEETINGS

Structure

1. Each grade level / Club will have regularly scheduled class meetings throughout the school year, including before major events or school activities.
2. These meetings are for planning, organizing, and team-building.

Teacher Supervision

1. Each class will be assigned staff who will be present at every class meeting.
2. Teachers are expected to:
 - a) Actively supervise and support students.
 - b) Monitor the tone and direction of planning.
 - c) Ensure students are following the guidelines in this handbook.

Class	Assigned Teacher Supervision for Class Meetings
Freshmen	Marion / Wheeler / Halgan / McClure
Sophomores	Carr / Luaces / Wood / Skaar
Juniors	Gaudet / McCluskey / Allemand
Seniors	Funk / Green / Hollingsworth / Merrill

SPIRIT WEEKS

Theme Approval Process

1. All proposed spirit week themes and dress-up day ideas must be submitted in writing to the principal for approval at least one week in advance.
2. Final themes will be communicated to staff, students, and families after approval.

Guidelines for Spirit Days

To ensure spirit days promote school unity and remain school appropriate:

1. No props that could be disruptive or unsafe (e.g., weapons, replica weapons, excessive face coverings).
2. No themes that include references to drugs, alcohol, violence, political or religious ideologies, or anything that could be interpreted as culturally insensitive.
3. All attire must be reasonable.
4. Themes should encourage participation while maintaining professionalism.
5. Must not violate any school policy.
6. Temporary Exceptions: In order to allow appropriate attire for a particular educational or MMACHS activity, the principal may grant temporary exceptions to specific provisions of the dress code policy and related regulations. An example of such an exception might be where a specially scheduled School event required a group of students to dress unusually on a particular day.

Examples of Approved Themes

1. Twin Day
2. Decades Day (50s, 80s, etc.)
3. School Colors Day
4. Career Day
5. Pajama Day
6. Western Day

Spirit Week Schedule

1. Fall Spirit Week October 13th – 17th
2. Winter Spirit Week December 1st – 5th
3. Spring Spirit Week April 27th – May 1st

SKITS AND PERFORMANCES

Guidelines for Skits

1. All skits must be previewed and approved by the principal and the assigned class advisor/teacher at least one week prior to performance.
2. Skits must be:
 - a) Free of inappropriate language, gestures, or innuendos.
 - b) Respectful and inclusive to all individuals and groups.
 - c) Aligned with school values and Guardian Knight Traits.

Skits May Not Include:

1. Mockery or impersonation of groups, students or staff.
2. Content related to relationships, dating, or suggestive themes.
3. Political or religious references.

4. Violence, aggression, or exclusionary humor.

The principal reserves the right to approve or deny:

1. Spirit Week themes
2. Skit content
3. Assembly proposals
4. All class-led activities that are public or involve the school community

This ensures events align with MMACHS's mission, reflect our academic and professional values, and maintain a safe, inclusive school environment.

Summary

Assemblies and spirit weeks at MMACHS should be fun, safe, and meaningful. They are opportunities to build pride, promote leadership, and develop our Guardian Knight Traits in action. We appreciate the partnership of students, staff, and families in upholding these expectations to make every MMACHS event a success.