

**Meridian Medical Arts Charter High School  
Home of the Guardian Knights  
2020 - 2021**

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Dawnetta Earnest – Principal

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**VISION**

To be the nation's top health science public high school.

**MISSION**

To empower our school community with integrity, knowledge, and skills through a rigorous, integrated, site-based health science curriculum.

**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.

**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) the preparation necessary for success at the post-secondary level
- 5) a fast-moving honors curriculum integrating the health sciences
- 6) a seamless education which connects new concepts to prior learning
- 7) learning opportunities which develop compassion, skill, and vision
- 8) relevant experiences through community service, job shadows & internships
- 9) continued community partnerships

## FOUNDATIONAL BELIEFS

We believe in:

- 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
- 5) science field through partnerships with local health care providers.
- 6) creating a safe school environment which maximizes student potential through excellence in both facilities and teaching.
- 7) the implementation of new approaches to education to enhance quality.
- 8) supporting our staff's ongoing professional development and recognizing the staff for their excellence and contributions.
- 9) modeling integrity, mutual respect, professionalism, honesty, and responsible behavior at all levels of our organization every day.

## HANDBOOK

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.***

## 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 and
- 2) Competencies are passed.

**GRADING SCALE**

A.....	90 to 100
B.....	83 to 89
C.....	74 to 82
Work in Progress.....	0 to 73

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 74% or higher grade before **May 1<sup>st</sup> (for seniors) or the second Tuesday in August (all other students)**. If not completed, the student will need to appeal to the MMACHS school board at their regularly scheduled August board meeting to continue attending MMACHS the next school year. WIPs will be converted to the corresponding letter grade when students transfer back to their home high school.

- No more than 6 pre-approved courses may be taken outside of MMACHS direct instruction.
- Fail no more than 2 classes in any one subject area.

**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.

**MMACHS Graduation Requirements - All credits required. Class of 2024**

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
Global 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	1
Government B	1	Certification	1
Health Applications A	1	Certification	1
Health Applications B	1	Elective	1
Elective	1	Elective	1
Elective	1	Internship	1
Elective	1	Internship	1
Elective	1	Internship	1
	<b>16</b>	(Speech)	1

Certification options  
are: EMT, C.N.A, Rehab  
Services or CMAA

17

(cc) – concurrent credit

65

**COMMUNITY SERVICE**

At the Meridian Medical Arts Charter High School, we believe that our students should care about the community and want to make it a better place. We aim to build good character in our students by requiring each student to complete 20 hours of community service by **March 1st** of their freshman year. We also require that 10 of the 20 hours be completed within a medical setting. Students are encouraged to participate in school club related community service activities as well as seek out individual opportunities to serve.

**Please note: Community service activities associated with Boy Scouts/Girl Scouts or church organizations will not satisfy this requirement**

## ***GRADUATION***

Each graduating senior will be required to purchase his/her own cap and gown. Valedictorian will be the student (minimum 6 semesters at MMACHS) with the highest cumulative grade point average. Salutatorian will be the student 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 National 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. In order to participate in the commencement ceremony MMACHS students must wear the appropriate cap and gown.

## ***WITHDRAWAL FROM SCHOOL***

If it is necessary for the student to withdraw from school, the student must have parental 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. Secure all signatures required on the form and turn the form in at the office. Withdrawal 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 their traditional high school should wait until the end of a grading period.

### ***LOCKERS AND LOCKS***

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. Students must leave backpacks in lockers between 8:00 a.m. and 2:30 p.m.

### ***SCHOOL 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 visitor's 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.

### ***LUNCH***

Students are to eat their lunches in the social center or on the patio. Food is to be eaten only in designated areas of the building (not in the parking lot).

### ***ANIMALS***

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

### ***COMMUNICATION DEVICES***

Student cell phone use is only allowed during passing periods, breaks and lunch. Students will not be called out of class to answer the telephone. Phone messages will be taken for students only in case of emergency. Cell phones and communication devices may also 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 until the end of the day. 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.

### ***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 in 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 may be donated to charitable organizations for disposal at the end of each semester.

### ***DRESS CODE***

Students are expected to dress as befits a health care professional using the utmost degree of modesty. The following are the professional expectations and broad guidelines for dress at Meridian Medical Arts Charter High School:

1. All clothing is to be neat clean and in good repair, jeans with holes may not be worn.
2. No short-shorts, or revealing clothing like pajamas, at any time. Shorts, skirts, dresses must be mid-thigh in length.
3. No stretch pants unless they are covered with a shirt, skirt, or dress that reaches the mid-thigh. (Yoga pants, leggings, tights)
4. Clothing with pictures or wording that may be determined inappropriate will not be allowed.
5. Sundresses or tops with bare shoulders or bare midriffs may not be worn. See-through clothing may not be worn. Spaghetti strap dresses may not be worn unless they have a covering of some kind (e.g. dress jacket, etc).
6. Shirts should not expose a bare midriff or back.
7. Undergarments should not be visible.
8. Shoes must be worn at all times.
9. Hair a natural color, neatly groomed, not hanging in the face and worn out of the eyes.
10. Facial hair must be clean-shaven daily or mustaches/beards neatly groomed.
11. Cosmetics should be worn in **moderation**. No glitter allowed on skin or hair. Perfume/cologne should be worn in moderation.
12. Visible pierced jewelry on body parts other than ears may not be worn.
13. Number of earrings should be limited and not be of a design that is overly distracting. Other jewelry should be kept to a minimum.
14. Visible body tattoos must be covered.
15. Students will adhere to the dress codes of individual clinical sites.
16. No hats or head covering in the building.

In order to prepare students for a successful future in the health care field, Meridian Medical Arts Charter High School has applied designated dress days. Every second Tuesday of the month will be **Professional dress** and once a semester will be **Interview/Presentation dress**. These days will be mandatory. Failure to dress appropriately will result in tardy detention the following morning, but students will not be kept out of class for the first infraction.

**Interview/Presentation Dress- Students may wear:**

**Girls:**

1. Suit
2. Tailored dress (knee length)
3. Skirt (knee length) and blouse
4. Slacks and sweater/blouse
5. Dress shoes, no flip flops or tennis shoes

**Boys:**

1. Suit and tie
2. Long sleeve dress shirt with tie
3. Long sleeve dress shirt with vest
4. Slacks and sport coat
5. Dress shoes, no flip flops or tennis shoes

***CLOSED CAMPUS***

Parents may come pick up their son/daughter at any time. Juniors and Seniors may leave for lunch. Sophomores may leave with a signed 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.

***FIRE & LOCKDOWN 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. We will have a minimum of two scheduled lock down drills a 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 on the medical consent form. 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 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 wellbeing at school.

#### ***IMMUNIZATION POLICY***

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

- 1) 4 DPT-diphtheria, pertussis, tetanus
- 2) 3 OPV-polio
- 3) 1MMR-measles, mumps, rubella
- 4) 3 HEP B

**Clinical facilities require all students to be current on immunizations. This may include a flu vaccine and current TB test. This includes clinicals for CNA and job shadows. They do not accept signed exemptions.**

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.

## ***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 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 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 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 Principal to obtain a Letter of Compliance.

### ***PARKING LOT***

The Meridian School District and the Meridian Medical Arts 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 and safety, students are not to loiter in the parking lot.

### ***STUDENT DRIVING***

Vehicles must be legally parked in the student parking section with a visible MMACHS parking permit. All students driving to school must park in appropriate parking spaces designated for students. Parking permits are available on a first come first serve basis and require proof of license and insurance to obtain one. Permits are \$5. A permit will not be issued to any student without a current driver's license.

### ***ATTENDANCE/TARDIES – \*POLICY SUBJECT TO CHANGE\****

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. 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, as student will be marked Tardy Late

### **Absence**

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.** CNA and EMT are blocks divided by the individual periods for attendance purposes.

Code label PRC includes illness, accident, professional appointments, trips, bereavement, and religious observances. Code label UNV indicates student truancy. In order to clear a labeled truancy, a parent or guardian must call the school office within 48 hours of the marked unverified absence. Students who have absences in excess of 6 days will require a petition to the attendance committee to receive credit at Meridian Medical Arts Charter High School.

Three tardies in any class will result in a warning. Four tardies in any class will result in the loss of credit. This credit may be recovered by the student serving 6 days of early morning tardy detention. Parents are highly encouraged to check PowerSchool regularly for information regarding student attendance.

### ***PERMITS TO LEAVE CAMPUS***

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

### ***OTHER ABSENCES***

- 1) ABSENCES ON THE DAY OF AN ACTIVITY – A student who is absent during any part of the day of an evening performance or function may not participated 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.
- 3) MAKE-UP WORK – students may be allowed two days per 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 made prior to the date of the absence, are due upon return.
- 4) SEMESTER TESTS – No semester tests will be given early without administrative approval.

### ***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 consequences.

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

- 1) Incurrigibility
- 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
- 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
- 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, skate boards, laser pens, etc.)
- 12) Alcohol, drugs and tobacco
- 13) Possession, use or dispensing of controlled substances.
- 14) Cheating
- 15) 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:
  - a) photocopying or scanning another student's work
  - b) plagiarism of any kind
  - c) downloading another student's work from the network or internet and turning it in as original work
  - d) copying and pasting website information into student's document without APA citations
  - e) copying answers from another student
  - f) reasonable suspicion by a teacher
  - g) Students caught or suspected of cheating will be dealt with according to the Meridian Medical Arts Charter High School Discipline Policy.
- 16) Violation of employee standards.

### ***STUDENT BEHAVIOR MANAGEMENT PROCESS***

Students who violate any policies, procedures or any behavior that interferes with the students' progress 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 administrator.

- 1) Student conduct will be reviewed
- 2) Administration will document the investigation.
- 3) An action plan and timeframe for completion will be determined
- 4) A copy of allowable investigational material will be given to parents upon request.
- 5) A step 1 referral action will be in effect for 9 weeks.

Step 2: If another referral to the office is received within the 9 weeks period of Step 1, students must appear before school behavior committee. School committee will include teachers, administrator, counselor.

- 1) If the student is allowed to remain at the Meridian Medical Arts Charter High School, a contract will be written. The behavior contract will be between the student, parent and administrator. The student must complete contract agreement to be removed from Step 2 and returned to Step 1.

Any behavior contract not completed/complied with during the 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 the Meridian Medical Arts Charter High School and asked to return to their 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.

#### ***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.

#### ***STUDENT SEXUAL HARASSMENT CODE 502.7(See Appendix A)***

The Board of Directors believes that students of the Meridian Medical Arts Charter High School, Inc. have the right to learn in an atmosphere which is 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.

### ***COMPUTER/NETWORK ETIQUETTE (See Appendix B)***

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 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.

Students may use the networked computers and/or the Internet unless their parents have signed the school's option out form.

### ***ZERO TOLERANCE***

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: knives of all types; guns; lead pipes; chains; chick-sticks; throwing stars; darts; metal knuckles; black-jacks; fireworks; laser pens; explosives; 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) a student who is determined to have brought a weapon, as defined by the law, to school.

#### ***ALCOHOL/CONTROLLED SUBSTANCES***

ALCOHOL/CONTROLLED SUBSTANCE 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 in excess of that for personal one-time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scales, pipes, and/or plastic bags has the intent to sell or deliver such controlled substances 193 (See West Ada Drug and Alcohol Policy 502.5)

#### ***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 expulsion committee.

#### ***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)

#### ***TRANSPORTATION***

When available, 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. For metro area evening or weekend activities, internship, clinicals etc. students may drive their own vehicles provided that prior arrangements and parent permission have been granted.

#### **SEARCH AND SEIZURE**

##### ***Philosophy***

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.

##### ***Reasonable Suspicion***

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

##### ***Authorized Personnel***

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

### ***Witness***

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

### ***Personal Searches***

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

### ***Failure to Cooperate***

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

### ***Regular Inspection***

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. Lockers can be searched to maintain the integrity of the school environment and to protect other students. During these inspections, items, which are school property, may be collected. Students should not expect privacy to 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. All items, which have been seized, shall be turned over to the proper authorities or returned to owner.

### ***Inspection of Vehicles***

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

### ***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 in close proximity to any student.

### **References**

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

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

### ***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.

### ***FREEDOM OF EXPRESSION***

Students are guaranteed the 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.

#### ***SEX DISCRIMINATION***

The Meridian Medical Arts 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.

#### **APPENDIX A - STUDENT SEXUAL HARASSMENT CODE 502.7**

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

Students attending district schools are:

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

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

#### ***Definition of Harassment***

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

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

Harassment includes, but is not limited to:

- 1) Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- 2) Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability:
- 3) Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability:

Harassment also includes an act of retaliation taken against

- 1) any person bringing a complaint of harassment,
- 2) any person assisting another person in bringing a complaint of harassment, or
- 3) any person participating in an investigation of an act of harassment.

#### ***DEFINITION OF SEXUAL HARASSMENT***

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

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's participation in the educational process;
- 2) Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or

- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

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

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

#### ***Reporting Procedures***

- 1) Any student, and/or parents of a student who believe the student is being harassed should immediately report the situation to school personnel.
- 2) Any district employee who received a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
- 3) Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
- 4) Any student that becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

#### ***Investigation***

When a report of harassment is received by the principal or the superintendent, immediate steps will be taken to do the following:

- 1) Obtain a written statement from the complainant regarding the allegations:
- 2) Obtain a written statement from the accused:
- 3) Obtain written statements from witnesses, if any: and
- 4) Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the principal may conduct the investigation. The investigation should be completed within ten (10) workdays. In the event the complaint involves a principal, or board

members, an independent investigation will be completed by an individual or individuals not employed by the school district and appointed by the board of trustees.

#### ***Disciplinary Action***

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the board. If there is sufficient evidence to support other allegations, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record. No record of the allegations will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegations.

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

In the event the harassment involves violent or other conduct, which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

#### ***PROTECTION AGAINST RETALIATION***

No retaliation will be taken by this district or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

#### ***CONFIDENTIALITY***

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

### ***RECORD OF ALLEGATIONS***

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.

### **APPENDIX B - 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 the 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 use the network for purposes appropriate to the educational environment at all times. This policy of Internet safety protects against access of visual depiction that are:

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***

may include but are not limited to the following:

- 1) Using technology for non-school purposes
- 2) Using or having 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 include 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.

#### **Chapter 22. Computer Crime**

18-2201 definitions as used in this chapter:

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

- 2) A "Computer" means, but is not limited to, an electronic device which performs logical, arithmetic, or memory functions by the manipulations of electronic or magnetic impulses and includes all input, output processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
- 3) A "Computer network" means, but is not limited to, the interconnection of communication lines (including microwave or other means of electronic communication) with a computer through remote terminals, or a complex consisting of two (2) or more interconnected computers.
- 4) A "Computer program" means, but is not limited to, computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- 5) A "Computer software" means, but is not limited to, computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- 6) A "Computer system" means, but is not limited to, a set of related connected or unconnected, computer equipment devices and software.
- 7) A "Property" includes, but is not limited to, financial instruments, information including electronically produced data, and computer software and programs in either machine or human readable form, and any other tangible or intangible item of value.
- 8) A "Services" include, but are not limited to, computer time, data processing and storage functions. (1984)

#### **18-2202 Computer Crimes**

- 1) Any person who knowingly accesses, attempts to access or uses, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of; devising or executing any scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representation or promises; or committing theft; commits computer crime.
- 2) Any person who knowingly and without authorization alters, damages, or destroys any computer, computer system, or computer network described in section 18-2201, Idaho Code or any computer software, program, documentation, or data contained in such computer, computer system, or computer network commits computer crime.
- 3) Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system or computer network described in section 18-2201, Idaho Code, or any computer software, computer system, or computer network, commits computer crime.

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

I \_\_\_\_\_ have read and agree to the above policies regarding network/internet use.

## **APPENDIX C - 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***

- 1) 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.
- 2) 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.
- 3) If you must cross the street, wait for the driver's signal and cross in front of the bus.
- 4) No live animals, birds, reptiles, fish or insects are permitted on the bus.

### ***BUS CONDUCT RULES***

NOTE: Bus drivers may make additional rules as necessary to maintain the safety of the bus.

### ***MINOR VIOLATIONS***

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

### ***MAJOR VIOLATIONS***

- 1) Swearing and use of inappropriate language are not allowed.
- 2) Keep head and arms inside the bus. Throwing, shooting and spitting of any object are prohibited.

- 3) Do not play or tamper with the bus or bus equipment (including seats). The emergency door is to be used only in an emergency.
- 4) Hitting and fighting on the bus are not allowed. This includes students who either encourage a fight or continue to incite a fight through teasing or harassing of another student.
- 5) 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:

First Citation: Student must return citation with the signature of a parent/guardian.

Second Citation: Parent/guardian and student meet with Transportation Department representative or three-day suspension from riding the bus.

Third Citation: Ten-day suspension from riding the bus. Student and parent/guardian must meet with and obtain signature of building administrator.

Fourth Citation: Permanent suspension from riding the bus for the remainder of the school year.

### ***BUS CITATION POINTS***

Both "MAJOR" and "MINOR" rule violations listed above will be added on a point's basis as follows:

Minor Rule Violations= 1 point each

Major Rule Violations= 2 points each

The number of citation points accumulated by the student during the school year will determine the citation given with the resulting consequences.

Examples as follows:

- 1) Student "X" has one minor and then one major rule violation. They receive a 1st citation after the
- 2) minor rule violation, and then a 3rd citation after the major rule violation (1 point + 2 points = 3
- 3) points and results in a 3<sup>rd</sup> citation issued).
- 4) Student "Y" has one major rule violation followed by a second major rule violation. They receive a 2nd citation after the initial incident (2 points), and then a 4th citation after the second incident (2 points + 2 points = 4 points and results in a 4th citation issued.)

## **APPENDIX D - DRUG AND ALCOHOL POLICY**

### ***PHILOSOPHY***

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 the 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 aware 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.

Refer to MMACHS policy on Alcohol or Controlled Substances

### ***REFERRAL OF POSSIBLE SUBSTANCE ABUSE TO BEHAVIORAL MNGT. 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 in order 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.

### ***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 the access to the records;
- 12) Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;
- 13) Request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the student's privacy rights. If the school district refuses this request for amendment, the parent will be notified and advised of the right to a hearing;
- 14) Request mediation or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program or placement. The parents and student may take part in the



- hearing and have attorney representation. Hearing or mediation requests must be made to the district 504 Compliance Officer;
- 15) Ask for payment of reasonable attorney fee if the claim is successful;
  - 16) File a local grievance.