

ACADEMY POLICY AND PROCEDURES

Due to the nature of the Academy the following amendments to the District Handbook Policy and Procedures have been made.

ALTERNATIVE SCHOOL ENROLLMENT REQUIREMENTS

In order for a student to be enrolled into an Academy, a student must meet the following criteria:

At least three of the following:

- Student has repeated at least one (1) grade.
- Student has absenteeism that is greater than ten percent (10%) during the proceeding semester.
- Student has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
- Student has failed one (1) or more academic subjects.
- Student is two (2) or more semester credits per year behind the number required to graduate.
- Student has an ELL designation

Or at least one of the following:

- Student has substance abuse behavior.
- Student is an emancipated youth.
- Student has serious personal, emotional or medical problems.
- Student is pregnant or a parent.
- Student is a previous dropout.
- Student is a court or agency referral.

Due to the special nature of the alternative schools, administration may also consider discipline records and social history when considering a students application.

CENTRAL ACADEMY (BELL SCHEDULE)

REGULAR SCHEDULE	
PERIOD 1	7:55-9:20
BREAK	9:20-9:32
PERIOD 2	9:35-11:00
LUNCH	11:00-11:32
PERIOD 3	11:35-1:00
PERIOD 4	1:05-2:30

WEDNESDAY INTERVENTION SCHEDULE	
1 ST PERIOD	7:55-9:05
BREAK	9:05 – 9:17
2 ND PERIOD	9:20 – 10:30
3 RD PERIOD	10:35 – 11:45
LUNCH	11:45 – 12:17
4 TH PERIOD	12:20 – 1:30
INTERVENTION	1:30 - 2:30

BUS GUIDELINES

Students who use school district transportation between the Academies and their home high school must abide by the following rules:

- Students must stay in assigned waiting areas.
- Students may not enter any school buildings without permission.
- Students may not cause a disturbance or be disruptive to the learning environment.
- Students must have school identification and show the identification upon request.

Consequences: Student(s) may lose bus-riding privileges and/or receive a discipline referral.

COMPUTER LAB GUIDELINES

See Appendix B.

Students must follow the guidelines stated in the computer labs, library, and media centers.

Consequence: Student(s) may lose their computer privileges and/or receive a discipline referral.

CREDIT REGULATIONS AND GRADE REPORTING

In order for a student to receive credit in any course offered at the Academies, a student must have attained a 70% proficiency in that course. During the semester, any student not meeting proficiency will receive an In-Progress (IP) grade for that course in Power School and on his/her progress report. A student receiving anything below a 70% at the end of the quarter will be considered not proficient and will receive an "F" for his/her final grade.

A	90% - 100%
B	80% - 89.9%
C	70% - 79.9%
IP	69.9% or Below (Progress Reports only)
NC	(Loss of credit due to attendance)
	69.9% or below (Quarter only)

DISCIPLINE REFERRALS (DRs):

- Any teacher, counselor, secretary, substitute, administrator, adult employee etc. may issue a DR.
- A DR can be given during school activities, in class, on/off school grounds, during, before or after school.
- A DR can be given by any school official when a student from the Academy is on another school's campus.
- DRs will be used to determine if a student is to be referred to Student Court or if a student is to be released from the Academy.
- DRs are held in the student's disciplinary file and will be entered into the PowerSchool program as a disciplinary log entry.

- The number of DR's that will count towards Student Court or release from an Academy will start over at the beginning of each semester.
- A DR can be given for, but not limited to, the following reasons:
 - ❖ Profanity
 - ❖ Truancy
 - ❖ Cheating
 - ❖ Disrespect toward school personnel
 - ❖ Disruption of the learning environment
 - ❖ Defying authority
 - ❖ Gang related script or graffiti, paraphernalia, etc.
 - ❖ Leaving class without permission
 - ❖ Fighting
 - ❖ Smoking
 - ❖ Vandalism
 - ❖ Bullying or harassing other students
 - ❖ Verbally abusing any individual
 - ❖ Uniform violations
 - ❖ Inappropriate public displays of affection
 - ❖ Insubordination
 - ❖ Student Handbook violations
 - ❖ Zero Tolerance violations
 - ❖ Missing Intervention

STUDENT COURT HEARINGS

The purpose of Student Court is to determine if the student's disciplinary actions require a student to be placed on a contract or released from the Academy. Only "one" (1) Student Court hearing will be offered for the duration of the student's stay at the Academy, otherwise the student will be released. The following guidelines will be used to determine if a student should receive a Student Court hearing or be released from the Academy:

- If a student receives one DR for a major infraction such as; Fighting, Theft, Vandalism, Harassment and/or Bullying.
 - Any three Discipline Referrals in a semester.
 - Student Court hearings will be conducted in the following manner:
 - Student Court hearings are conducted at 7:15 a.m. before school or at 2:45 p.m. after school.
- The student is to appear with his/her parent(s)/guardian(s), unless designated as an independent student.
- The Student Court hearing panel will consist of all of the available student's teachers.
- The reasons for the Student Court hearing will be presented to the panel.
- The student will then have an opportunity to address his or her concerns. The parent(s)/guardian(s) will have an opportunity to present information on behalf of their student. The student and the parent(s)/guardian(s) will then be excused and the panel will

determine whether or not the student should remain in the program and, if so, under what stipulations.

- To remain at the Academy, he/she will be placed on a Student Court behavior contract. Should any of the terms of the contract be violated, the student may automatically be released from the Academy.
- If the student is placed on a Student Court behavior contract, the contract will remain in place for the duration of the student's stay at the Academy.
- If the panel determines the student is to be released, the student may appeal the decision to the principal. The principal will then make the final determination.

RELEASE FROM THE ACADEMIES:

- Students who are released from the Academy must return to their home high school. Students who return to their home high school may not be allowed to receive all of their credits due to class availability and offerings.
- Students who are released from the Academy during the last four weeks of a 2nd/4th quarter will be allowed to stay at the Academy for the remainder of the quarter and will be placed on a year-end contract; however, they will not be invited to return the following quarter.
- Students released from the Academy may reapply following the terms of their release.

ACADEMY INTERVENTION and DENTENTION POLICIES

Thursday Detention / Wednesday Intervention

- Students who do not get their work done during class, fail a test, or miss work due to absences will be required to attend Wednesday Intervention. Placement for intervention will be determined by the staff.
- If a student is signed up for an intervention session, it is the student's responsibility to attend.
- As a courtesy, Thursday detention lists and Wednesday intervention lists will be posted on the bulletin boards around the school. It is the student's responsibility to see if they are assigned to Intervention.
- Missing an intervention or detention session for any teacher will result in a DR. Thursday detention will be held on Thursday afternoons from 2:35 pm to 4:00 pm. Wednesday intervention will be held on Wednesday from 1:30 pm to 2:30 pm.

- During these times students may not loiter in the parking lot. Students are allowed to wait for buses and rides in the Commons area and the Gym. Students who leave the building during intervention/detention are not allowed to return to inside school building.
- Students not assigned to intervention, but at school, are only allowed to be in the Commons or in the Gym.

Lunch Intervention

Students may be placed on lunch detention in order to have a student finish or make-up missing and/or late work. Students must attend lunch detention when assigned. Failure to attend will result in discipline/restrictions at the administrator's discretion.

STUDENT DRIVING

Students will adhere to the following guidelines while driving on campus.

- Students must follow all posted signs.
- Student's vehicles will not be a disturbance to the learning environment.
- Speed limit on school campus is 5 mph.
- Students must park correctly in designated areas only.
- Students will follow all Idaho rules, regulations, and safety guidelines for driving while on campus.
- Zero tolerance policies will apply to student's vehicles. Academy students may only drive on other campuses to pick up other students or attend school activities. Students must obey the "student driving" rules of the campus they are visiting.

Students who violate any of the driving policies will lose their privilege to drive on campus and will receive a discipline referral. Students may also be cited for trespassing.

SCHOOL UNIFORM POLICY

The school shirt is to be worn at all times while on the Central Academy campus. The **ONLY** garment that will be worn on the Central Academy campus will be one of the approved items. Weather conditions requiring outerwear in transit to school may not be worn on campus at any time, but may be carried over the students' arm or dropped off in the office for storage.

The following are the approved school uniforms.

- Adopted T-shirts in green or gray
- Adopted Polo shirts in white, green or gray
- Adopted hooded sweatshirt in white, green or gray
- Adopted crewneck sweatshirt in white, green or gray
- Adopted hooded zip-up sweatshirt
- Students wearing a zip-up sweat shirt must have an adopted shirt underneath
- White short sleeve T-shirts may be worn under approved shirts

- Students will purchase adopted uniforms from a designated vender. Any exceptions must be approved by the principal before the uniform can be worn on campus.
- Only Central Academy's logo is permitted on the approved school uniforms. Uniforms may not be altered. Examples include, but are not limited to, uniforms that are ripped, torn, written on, and/or contain patches, pins and rivets.

ENFORCEMENT

Students on campus without the approved adopted school uniform will be given a Dress Code Violation and be required to borrow an adopted uniform. Students receiving a dress code violation or borrowing a school uniform will be given a lunch detention. Students who continually borrow shirts or violate the uniform policy may receive a Discipline Referral (DR). Students may be sent home with an unexcused absence until they return wearing the adopted school uniform.

BACKPACKS/BRIEFCASES/BOOKBAGS

At the Academies, students are not allowed to have backpacks, briefcases, large purses (maximum size 6x8x6) or any type of book bag on campus.

RESTRICTED AREAS (Central Academy)

Parking Lot -

Students are not allowed to loiter in the parking lot area before, during lunch and after school. The parking lot is off limits during the school day without the permission of the school administration. Juniors and seniors may enter the parking lot to leave for lunch. Once they return, they must immediately enter the building.

Other areas -

The south and east side of the main building.

Students who arrive to school before school begins are not permitted to leave campus prior to the start of school.

GENERAL INFORMATION

ANIMALS IN THE CLASSROOM (See District Chemical Hygiene Procedure)

1. Do not allow students to bring their pets from home.
2. Animals are allowed in the classrooms when they are required for a unit of instruction from the Meridian Joint School District No. 2 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
3. The care and well being of any animal should be one of your primary concerns.
4. Wild animals are not allowed in the classroom. Be especially cautious about insects, since they transmit serious diseases.
5. The building administrator shall approve use of animals in assemblies.
6. Guide dogs, assist dogs, and guide dogs in training must be pre-approved by the district administration.

ANNOUNCEMENTS

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

CLASSIFICATION OF STUDENTS (Graduating Classes of 2010-2012)

Students in senior high school will be classified once a year, each fall, according to the following schedule (this schedule is not intended to track progress toward graduation – see page 39 in the high school handbook for graduation requirements):

2010	<i>BLOCK SCHEDULE</i>
CLASS	Required Credits
Freshman	0-9
Sophomore	10-19
Junior	20-27
Senior	28+
Graduation	46

2011	<i>BLOCK SCHEDULE</i>
CLASS	Required Credits
Freshman	0-9
Sophomore	10-19
Junior	20-27
Senior	28+
Graduation	48

2012	<i>BLOCK SCHEDULE</i>
CLASS	Required Credits
Freshman	0-9
Sophomore	10-19
Junior	20-27
Senior	28+
Graduation	50

2013	<i>BLOCK SCHEDULE</i>
CLASS	Required Credits
Freshman	0-13
Sophomore	14-25
Junior	26-37
Senior	38+
Graduation	56

CLOSED CAMPUS

Freshman and sophomore students are not permitted to leave campus upon arrival and must remain on campus in designated areas. Violation of the closed campus policy will result in a truancy. Junior and Senior students are permitted to leave during lunch only.

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 an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district policy, and can be obtained at the building or district office. A request to appear before the board may be made in accordance with this policy.

CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful course work completion for each quarter. One (1) quarter equals one-fourth (1/4) year.

DANCES

Admittance to all school dances may require an admission fee and presentation of the Student Activity Card. Guests must fill out the appropriate school form. Guests include any student not enrolled at the sponsoring school. Academy and Charter school students may attend their home school's dances with a guest pass. The student is responsible for the conduct of his/her guest. Students who leave the dance without administrative permission will not be re-admitted. The administration may contact the parents of students whose guest is over the age of nineteen (19) to obtain their permission.

DELIVERIES

Flowers/plants or other gift deliveries to students will not be accepted.

GRADUATION

Graduation requirements can be found in the High School Course Description Handbook. (See Appendix for full High School and Graduation Policy 603.2) 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 their home high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma from Meridian Joint School District No. 2, but will not be eligible to participate in the graduation exercise. (See Appendix for full High School and Graduation Policy 603.2) Students may apply to graduate early providing they have completed the required courses and have met the necessary credit and proficiency requirements in fewer than eight (8) semesters but in not less than six (6) semesters. A minimum of two (2) weeks before graduation ceremonies, the graduate must notify school officials that they wish to participate. (See Appendix for full High School and Graduation Policy 603.2)