Mission Statement
The Meridian School District works in partnership with our families and our community to educate each student in a safe and supportive learning environment to become a positive contributor to society.

Shared Vision
Each student will succeed through quality, inspirational and innovative education

*This agenda belongs to:*

NAME ____________________________________________

ADDRESS __________________________________________

CITY/TOWN _______________________________ ZIP CODE ____________

PHONE __________________________________________

STUDENT NO. ________________________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight.
Introduction

Welcome to Meridian High School! By working together, we can help ensure that attending high school will be a fun and rewarding experience. You can invest in your future by putting forth your best effort, both academically and through participation in extra-curricular activities. Your Meridian High School experience will be shaped by your choices and involvement. In other words, your high school experience will be what you want it to be!

Meridian High School offers courses and programs designed to help students with varied interests and abilities grow academically, physically and socially. Included are programs in business, music, home and family life, physical education, agriculture, technology, the arts, English, social studies, world languages, science and mathematics. In addition, juniors and seniors are eligible to participate in the Bellingham Technical College and Whatcom Community College through Running Start and in cooperative programs with other educational institutions. Students at Meridian High School are encouraged to enrich their four years by becoming involved in student government, athletics, class-sponsored activities, clubs and other extra-curricular activities.

The Meridian School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex or disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640/Section 504/ADA Coordinator, David Forsythe (360-398-7111), Meridian School District, 214 W Laurel Rd, Bellingham, WA 98226.

This handbook is important and needs to be read carefully. If you have questions regarding any information contained in this handbook, please inquire in the office at (360) 398-8111.

James Everett, Principal       jeverett@meridian.wednet.edu
Kurt Harvill, Assistant Principal  kharvill@meridian.wednet.edu
ASB OFFICERS
ASB President        Trinell Carpenter
ASB Vice President   Kelsea Clark
ASB Secretary        Armando Martinez
ASB Treasurer        Sydney Gray
ASB Publicity Manager Lacey Lewis

CLASS OFFICERS

Class of 2013
Senior President        Neal Tilbury
Senior Vice President   Junior Castro
Senior Secretary        Gladys Galiano
Senior Treasurer        Jordan Martin

Class of 2014
Junior President        Connor Aamot
Junior Vice President   Taylor Lunde
Junior Secretary        Jacob Dennis
Junior Treasurer        Ethan Sherron

Class of 2015
Sophomore President     Elianna Ryan
Sophomore Vice President Anna Ratzlaff
Sophomore Secretary     Kami Geleyne
Sophomore Treasurer     Sarah Waterman

Class of 2016
Freshman President      Troy Nieuwendorp
Freshman Vice President  Coral Saville
Freshman Secretary      Ellie Dennis
Freshman Treasurer      Abbie Blankenship

School Board Representatives: TBD

BEHAVIORAL PHILOSOPHY AND EXPECTATIONS
To function effectively and safely, a group must have rules and regulations. These are a reflection of the needs of a particular group at a particular time and are subject to change as the needs of the group change. One way to deal with a new environment is to know what the new rules and expectations are; therefore, please read this handbook thoroughly.

All faculty and adult staff members share the responsibility of seeing that Meridian High School rules are followed. Whenever any teacher or staff member gives a direct instruction to a student, that student must follow the instruction. This is not only a school rule but a Washington State law.
STUDENT RIGHTS & RESPONSIBILITIES

Behavior expectations and discipline policies outlined in this handbook are based upon School Board Policies and Procedures. All students who attend Meridian High School are expected to comply with the written rights and responsibilities of the Meridian School District and all applicable state and local laws. In addition, all students shall submit to the reasonable discipline of school authorities designated by the Meridian school District Board of Directors.

- 3200 Rights and Responsibilities
- 3224 Student Dress
- 3230 Student Privacy (student searches, lockers etc.)
- 3240 Student Conduct
- 3241 Student Corrective Actions or Punishment
- 3242 Closed Campus
- 6605 Student Conduct and Safety on Buses

ACADEMIC POLICY

Academic Support: Students who receive one or more failing grades at a grade check (every two weeks) may be put on Academic Alert and assigned to After School Studies (Monday -Thursday from 2:40-3:30pm). Lack of academic progress at periodic reviews may result in consideration of alternative placements or programs of study.

VISITORS and GUESTS

All visitors and guests must be pre-approved by administration and must sign in and out of the main office upon arrival and departure. Guests will be required to wear clearly visible “Visitor” badges while on campus.

CLOSED CAMPUS

Meridian High School is a closed campus. All parking lots, athletic fields and surrounding crosswalks are off campus areas. Students shall remain on school grounds from the time of arrival until the close of school unless officially excused and signed out through the office.

EXTRA-CURRICULAR ACTIVITIES PARTICIPATION

Students may participate in extra-curricular activities only if they have read, understood, signed and turned in their Meridian High School Student Extra-Curricular Policy. Please refer to the Extra-Curricular Code of conduct, contact an advisor or coach, or contact the Meridian High School Athletic Director for specific information about these expectations. Students who have any fines, fees, or overdue materials will be required to have them cleared before participation in extra-curricular activities is approved.

ASSEMBLIES

All students are expected to attend assemblies as part of their school day, however, an alternative, supervised study time may be provided on occasion. At the assemblies, students are expected to behave as they do in the classroom. Disruptive students will be subject to additional school discipline.
GENERAL MISCONDUCT

The following types of conduct may be considered general misconduct:

1. Failure to follow directions of an adult who works for the Meridian School District
2. Being in a place other than that assigned for that particular time
3. Leaving school property without signing out through the office
4. Use of water devices or throwing of water balloons or snowballs
5. Misbehavior on a school bus (See Bus Behavior Policy)
6. Excessive physical expressions of affection. In this case the parents will be called as well as the prescribed discipline
7. Use of obscenity or profanity, and/or rude or abusive language
8. Disruptive classroom behavior
9. Misbehavior in the cafeteria
10. Use of or possession of skateboards/scooters/wheeled objects on campus, with the exception of bicycles used for transportation purposes.
11. Use of electronic devices without specific teacher permission (iPod, mp3 player, etc.)

Students involved in the above behaviors may be subject to the following consequences:

1. **First Offense:** Student will be assigned at least one ASD (After School Detention) and parents will be notified.
2. **Second Offense:** Student will be assigned at least two ASDs and parents will be notified.
3. **Third Offense:** Student may be assigned Saturday School and parents will be notified.
4. **Fourth Offense:** Student may be assigned a 1-3 day suspension and required parent-student-administrator re-entry conference.
5. **Fifth Offense:** Student may be assigned at least a three day suspension and will be required to adhere to a behavior contract. Failure to comply with the terms of the contract will result in long-term suspension for at least the remainder of the term and loss of credit in all classes.

TELECOMMUNICATION DEVICES

Telecommunication devices shall be turned on and operated only before and after the school day, during the student’s lunch break, and during passing periods, unless an emergency situation exists that involves imminent physical danger or a school administrator or teacher authorizes the student to do otherwise. To avoid disruption of the instructional process, students shall not display, use, activate, or permit telecommunication devices to be activated during the time the student’s class is in session. Students are responsible to ensure that their devices are turned off during all times other than outlined above.

Progressive Discipline is as follows:

1. **First Offense:** Administrator or teacher confiscates the device, it is logged in at the attendance office and returned to the student at the end of the school day.
2. **Second Offense:** Administrator or teacher confiscates the device, it is logged in at the attendance office, and a parent/guardian must pick up the device or phone conference with the administrator before it is returned to the student.
3. **Subsequent offenses:** Progressive Discipline as determined by Administration.
DRESS CODE

Students’ choice in matters of dress and appearance shall be regulated when the sensibilities of others are impacted, in the judgment of school officials. Prohibited dress includes, but is not limited to, promotion of drugs, alcohol, violence, racism, sexism, tobacco, use of profanity or associated innuendos, or displaying symbols or exhibiting behavior representing gang membership or affiliation. Students are NOT allowed to wear clothing that exposes the body or undergarments (i.e. no bare midriffs, spaghetti straps, short shorts/skirts, saggy jeans, open-sided tank tops, or tops which are too revealing). Students found to be in violation of the above policy, will be sent to the office and:

1. Be required to change clothing or go home (with guardian)
2. Subsequent offenses will be regarded as insubordination and will be handled according to guidelines in the policy handbook.

Of particular concern under this policy is dress or behavior which associates the person in question with gangs or gang activity. When, in the judgment of school officials, a student violates policy:

1. Parents will be immediately notified and a parent-student-administrator conference will be arranged. When possible, “tagged” items or articles of clothing will be confiscated until they can be given to the parent. Police may be notified.
2. At the conference a contract will be signed by the parent and student with consequences of future violations relating to dress and behavior connected to gangs and gang activity.

A violation of the terms of the contract may result in suspension from Meridian High School.

OFF-CAMPUS SCHOOL-SPONSORED ACTIVITIES

Students attending off-campus, school-sponsored activities such as athletic events, field trips, and other such affairs, will follow the same rules and regulations as if they were being held at Meridian High School. Failure to conduct themselves in this manner will result in disciplinary actions in accordance with the same principles that are used for at-home events.

When violations of rules occur at extra-curricular activities, the consequences will typically also include loss of the privilege of participation in similar activities for a period of time.

DRIVING AND PARKING POLICY

In order to have the privilege of parking at school, students must abide by certain rules that include driving behaviors and parking protocol. Driving in a way that endangers a person or property in the parking lot or in front of school may result in loss of parking privileges for 5 to 180 days, and/or suspension or expulsion.

Students will park their cars only in the assigned student parking lot.
Students may not occupy a vehicle during the school day.
Cars are not an acceptable place to be during lunch or breaks.

Vehicles using the school parking lot must be free of adornments (i.e. bumper stickers, window stickers, etc.) that offend the sensibilities of others. (For further clarification please see the dress code provisions.)

Students found loitering in the parking lots at any time during the school day will be considered truant.
Students who violate the driving or parking policy may be subject to the following disciplinary action:

1st Offense: Administrative warning and notification of parents.
2nd Offense: One week loss of parking privilege and notification of parents.
3rd Offense: Two week loss of parking privilege and notification of parents.
4th Offense: Loss of parking privilege for the remainder of the school year and notification of parents.

Please make sure you understand the law about parking in the fire lanes and in the handicapped parking spots. In addition to a ticket and monetary fine through the legal authorities, you may also be assigned Saturday School for the violation.

PLAGIARISM
Cheating or plagiarizing homework, a test, or quiz will result in automatic failure for the work, plus Saturday. 2nd offense: loss of credit and possible removal from class.

AFTER SCHOOL AND SATURDAY SCHOOL
Detention may be assigned by teachers or the administration as a consequence. Detention takes precedence over turnout, work study programs, Running Start, and any other school activity. Failure to make up detention when assigned is truancy and will result in additional disciplinary action. School detention is from Monday through Thursday from 2:40 to 3:30 pm, and students are to have homework or reading to do when they report to ASD (After School Detention), and/or be prepared to engage in community service around the school grounds. Teacher assigned detention is scheduled by the individual teacher. If students do not come to detention prepared, they will be asked to leave, and they will have additional disciplinary action. When making up detention for teachers, students may request a postponement, but that must have teacher approval. Any reason for postponement must be approved by the administration.

Saturday School is an assigned detention from 9:00am until 12:00pm on those days designated by Administration. If students miss assigned evening detention, short-term suspension may be assigned unless prior arrangements have been made with an administrator. In case of emergency situations where a student is unable to attend, a parent or guardian needs to contact an administrator as soon as possible.

Detention which is assigned but has not been completed by the end of the school year must be completed at school before grades or records are released. Seniors must complete detention prior to graduation or they will not be eligible to take part in graduation ceremonies.

SUSPENSION
While suspended from school, students are not to be on campus nor at any school sponsored events except when prior approval has been granted by the administration.

EXCEPTIONAL MISCONDUCT
In accordance with Board Policy 3241, certain actions that are damaging to people, property or the educational process are classified as exceptional student misconduct and may be punishable by suspension or expulsion on the first offense. Parents will be notified and consequences will be imposed.
When appropriate, students may be referred to the police. When the violation is related to or occurs at a student activity, consequences may include removal from similar activities for an extended period of time.

1. Possessing and/or using a weapon or anything that can inflict serious bodily harm:
   ✓ Any firearm
   ✓ Any dangerous weapon as defined in RCW 9.41.250 and RCW 9.41.270; (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles; or (e) a club, chains or metal knuckles; or (f) devices commonly known as “throwing stars,” multi-pointed metal objects designed to embed upon impact from any aspect; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk which is a type of dagger; or (i) any device commonly known as “nun-chu-ka-sticks,” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.
   ✓ Any device that looks like or is alleged to be a firearm

2. Possessing and/or using or threatening to use explosive devices, including ammunition

3. Possessing, distributing or using tobacco products

4. Threatening or causing physical injury, fighting, malicious harassment, sexual harassment, verbal abuse, bullying (to include cyber-bullying) or intimidation

5. Substantially disrupting the educational process

6. Participating in an incident of student misconduct as a spectator who is actively inciting or encouraging such conduct by words, actions or group presence.

7. Setting a fire; theft or damage of school property. Vandalism to the homes and property of Meridian School Employees may be considered “school related” and subject to the discipline code.

8. Refusing to follow the reasonable directions of staff

9. Gang representation or participation in gang-related activity at school

10. Insubordination, including refusal to go where directed by a staff member

11. Failure to promptly and correctly identify oneself to an employee of the Meridian School District

12. Lewd conduct or exposing oneself

Factors affecting the length of suspension or the decision to expel include (but are not limited to) intent, premeditation, degree of danger, amount of damage, loss or injury to persons or property, degree of disruption, legal classification of the action and/or degree of involvement.

While on school grounds, in school provided transportation, or at school events, a student shall not possess or transmit a knife of any kind or any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent. The parent/guardian as well as law enforcement shall be notified. Parents have the right to appeal such disciplinary action as specified in board policy.
TOBACCO POLICY

The possession and/or use of tobacco products by Meridian students on or within 1,000 feet of school property or at school sponsored events is a violation of Washington State Law. Students who are found to be in violation of this policy will face the following consequences:

First Offense: Two-day suspension and successful completion of a smoking cessation class to be paid for by the student or a five-day suspension. (Arrangements will be made with the cessation class to notify Drug and Alcohol Intervention Specialist of student’s attendance. If a student misses a class, he/she immediately begins serving the entire suspension). Parents will be contacted.

Second Offense: Five-day suspension and successful completion of a smoking cessation class to be paid for by the student, or a ten-day suspension. A conference with parents will be required.

Third Offense: Conference with parent, student, and administrator. Long term suspension with loss of credit.

DRUG, ALCOHOL, and MOOD-ALTERING SUBSTANCES

Meridian School District Board Policy #2121 expresses a strong commitment to providing schools that are drug free. Prevention (promoting a strong no-use message to alcohol and other drugs) and intervention (identifying and intervening with students exhibiting certain behaviors) are two key components of this policy. The following regulations and procedures will apply in all cases involving drug and alcohol violations on, or adjacent to, district campuses or at school-related events off campus:

When there is reasonable cause to believe that a student illegally uses, sells, distributes, or possesses drug paraphernalia, drugs, over the counter or prescription drugs, alcohol, or other mood-altering substances in school, on or adjacent to school property, or at school functions, the student will be subject to the disciplinary procedures contained in this regulation. All investigative procedures will be performed with discretion and will be documented. Refusal to submit to a request to any of the procedures will result in immediate notification of parents or guardians. Disciplinary action will follow.

As used in this regulation, “reasonable cause” shall mean the existence of specific, observable evidence or behaviors that can be described. All contraband shall be confiscated by authorities.

Evidence or behaviors shall include but not be limited to the smell of alcohol or other mood-altering substances, impaired speech, impaired coordination, erratic behavior, defiance or disrespect toward authority or other recognizable characteristics unusual for the particular student. Possession of alcoholic beverages, drugs or drug paraphernalia is also considered evidence of reasonable cause to believe that a student is in violation of these regulations.

Offenses for elementary students shall be cumulative from grades K-5, and offenses for secondary students shall be cumulative from grades 6-12.
**First Offense for Use or Possession** (Grades 6-12)
Student will be suspended for ten days.

Suspension may be modified to a minimum of five days if the District is sent a report on the assessment from the evaluating agency and if parents and the student agree to follow the agency recommendations as well as completing the school’s re-admittance program through the Meridian Substance Abuse Intervention Specialist to remain in school. Parents/guardians and law enforcement will be contacted, and Child Protective Services (CPS) may be contacted.
If a student does not complete the evaluation and agree to follow the recommendations of the agency, the entire period of suspension will be served.

**Second Offense for Use or Possession** (Grades 6-12).
Student shall be placed on long-term suspension for a minimum of twenty days or emergency expulsion depending upon the circumstances of the offense. All long-term suspensions and emergency expulsions are subject to WAC 180-40-290.
Suspension may be modified to a minimum of ten days if the student participates in an assessment by an agency approved by the Meridian School District, agrees to share the recommendations of the evaluation with the District and agrees to follow those recommendations and must complete the school’s re-admittance program through the Meridian Substance Abuse Intervention Specialist to remain in school.
Parents/guardians and law enforcement will be contacted, and Child Protective Services (CPS) may be contacted.
If a student does not complete the recommendations of the assessment, the entire period of the suspension or expulsion will be served.

**Third Offense for Use or Possession** (Grades 6-12).
The student will be expelled from the School District pursuant to WAC 180-40-275.
Parents/guardians and law enforcement will be contacted, and Child Protective Services (CPS) may be contacted.

**First Offense for Selling and/or Delivering** (Grades 6-12).
Student shall be placed on long term suspension for a minimum of twenty days or expelled depending upon the circumstances of the offense. All long-term suspensions and emergency expulsions are subject to WAC 180-40-260 and WAC 180-40-290.
Suspension or expulsion may be modified if the student participates in an assessment by an agency approved by the Meridian School District. The student must further agree to follow the recommendations of the assessment.
Parents/guardians and law enforcement will be contacted, and Child Protective Services (CPS) may be contacted.

**Second Offense for Selling and/or Delivering** (Grades 6-12).
The student shall be expelled from the School District pursuant to WAC 180-40-275. The student will be placed on emergency expulsion prior to being expelled from the District.
Parents/guardians and law enforcement will be contacted, and Child Protective Services (CPS) may be contacted.
2012-2013 ATTENDANCE POLICY/BECCA TRUANCY LAW

Washington State Law (RCW) and Meridian School District Board policy 3122 require students to attend all assigned classes during a stated school day. Students, who consistently accomplish this, develop the skills and work habits necessary for individual academic success. Furthermore, district policy requires documentation for any absence from school. **Authentic communication will be used to provide this documentation: a phone call or a written note from the parent or guardian of record.**

More than eight (8) unexcused period absences in one class per semester may result in a loss of academic credit.

**BECCA Bill—Washington State Truancy Law RCW 28A.225.030**

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<th>IF A STUDENT:</th>
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<tr>
<td>Has five (5) unexcused full day absences in one month (an unexcused absence is defined as missing more than fifty percent (50%) of the classes in one day)</td>
<td>MHS is required by the Washington State BECCA Law to file a petition with Whatcom County Superior Court.</td>
</tr>
<tr>
<td>Has ten (10) unexcused absences during the entire school year (an unexcused absence is defined as skipping/missing more than fifty percent (50%) of the classes in one day)</td>
<td>MHS is required by the Washington State BECCA Law to file a petition with Whatcom County Superior Court.</td>
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The BECCA truancy law is in effect for all students who are under eighteen years of age. BECCA requires that students attend an appropriate educational program without truancies. Truancy is defined as an absence that has not been excused for a justifiable reason by the parent/guardian/school. Students will be referred to the courts when there are a series of unexcused absences within a month and/or within an academic year (see above). **Further information on BECCA and Washington State Truancy law may be obtained by contacting the secretary for BECCA administration, Mrs. Ashton, 318-2260 or the attendance/BECCA administrator, Mr. Harvill, 318-2281.**

**TARDY POLICY**

Depending on the period students are allowed between five and ten minutes to pass from one class to the next. Arriving to class on time ensures that students receive the most complete educational experience. **In general, daily objectives, instructions, and reviews are often conducted at the start of class.**

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<th>IF A STUDENT:</th>
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<tr>
<td>Is more than 15 minutes late to a class without authentic communication</td>
<td>S/he will be marked absent (unexcused).</td>
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<td>Has tardy problems in a class as determined by the teacher’s policy outlined in the course syllabus</td>
<td>A teacher may assign disciplinary consequences for excessive tardiness; consequences are outlined in the course syllabus and Student Handbook.</td>
</tr>
<tr>
<td>Has multiple tardies</td>
<td>Four tardies is equivalent to one unexcused absence. Absences which accrue due to tardiness will add to the student’s overall total for that class. Discipline as outlined in Student Handbook.</td>
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ATTENDANCE PHILOSOPHY
As students grow throughout our school system, their regular and continued attendance is vital for the following three reasons:

1. **To support Academic Achievement:** A direct correlation exists between student conduct, student attendance and academic achievement. When a student is frequently tardy or absent, his/her academic achievement suffers.

2. **To Ensure a Positive Learning Environment:** Students who are tardy disrupt the educational environment upon arrival. Students who are absent or out of class for discipline reasons miss valuable instruction as well as collaborative learning opportunities.

3. **To Support Employability Skills:** Meridian High School graduates will be prepared to find and keep living wage jobs. MHS graduates will understand the value of positive behavior, punctuality and regular attendance as it relates to the academic and work world.

ATTENDANCE DEFINITIONS AND PROTOCOL

**Excused Absences (Board Policy 3122)**
- Personal illness
- Medical or dental appointment which cannot be made any other time.
- Court appearance
- A death in the immediate family
- A legitimate (to be determined by the administrator) family emergency that requires a student to be absent.
- Planned absences for personal or educational purposes that have been approved in advance.
  - A completed and assigned contract must be turned in for review and approval five schools days before the absence.
  - Following consideration of the circumstances and teacher input and comments, an administrator will determine the final approval.
  - Students will be liable for work missed during a contracted absence, understanding that all work may not be adequately duplicated outside of the classroom environment.

**Unexcused Absences**
Unexcused absences fall into two categories:
- A submitted excuse which does not constitute an excused absence as defined previously; or
- A failure on the part of the parent, guardian, or adult student to submit any form of documentation for an absence will be defined as truancy.

**Absence Notification**
When a student is absent from school, the parent/guardian of record, or the adult student must notify the attendance office through authentic communication; phone call or in writing within 48 hours of the absence. Official documentation is required for an absence to be excused. When the proper documentation is provided and absences are excused, the student’s opportunity for academic credit is not impacted. If no official documentation is provided, absences will not be excused and a loss of academic
credit may result. (See- Impact of Attendance on Academic Credit). Absences that are related to illness that continue for more than three (3) consecutive days may require medical documentation in addition to the parent/guardian note. Furthermore, six (6) or more cumulative period absences in a semester that are documented as illness by the parent, may require further medical documentation.

**Extenuating Circumstances**

Any extenuating circumstance that is not listed above must receive prior approval from the principal or designee. Please contact the attendance office directly for further information.

**Make-Up Work**

If a student’s absence is excused, Board policy states that “the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducting during a class period” (Policy No. 3122).

**ATTENDANCE RESPONSIBILITIES**

**Students** – Attending all classes and being on time:

- Submitting a properly documented written excuse note within 48 hours after the return to school:
  - Authentic communication: a phone call or a written note from the parent/guardian of record within 48 hours of the absence in order for it to be excused.
- Filling out and returning a Pre-Arranged Absence Form if a student is planning to miss school.
- Follow procedures for checking in and out of the attendance office.
- Monitoring their attendance.
- Making up all work due to absences according to each teachers specifications.
- Excessive (more than three (3) consecutive school days or more than six (6) cumulative) medical/illness related absences in a semester, may require documentation from a medical care provider

**Parents/Guardians** – Providing authentic communication within 48 hours after the student’s return to school:

- Excuse notes will only be accepted from the parent/guardian of record.
- Authentic communication: a phone call or a written note within 48 hours of the absence in order for it to be excused.
- Carefully monitoring their student’s attendance to ensure absences are permissible and appropriate.
- Calling the attendance office or making appointments with school personnel to address issues regarding their student’s attendance.
- Regular monitoring of student attendance using Family Access, which is available through MHS website
- Excessive (more than three (3) consecutive school days or more than six (6) cumulative) medical/illness related absences in a semester, may require documentation.

**Meridian High School** – Notifying the home when there is an unexcused absence:

- Sending an automated phone message for each unexcused absence.
- Sending a letter home after a student accumulates two unexcused absences.
• Family Access attendance is updated weekly.
• Providing attendance reports upon request to students and/or parents/guardians.

IMPACT OF ATTENDANCE ON ACADEMIC CREDIT

Loss of Academic Credit
Students are allowed eight (8) unexcused absences per class, per semester. Once a student exceeds eight (8) unexcused absences in one class they will lose credit in that class unless they complete Attendance Credit Recovery.

MHS Attendance Credit Recovery Policy
The Meridian High School’s Attendance Credit Recovery policy is based on the premise that improving attendance and time engaged in academic activities will improve learning and student achievement. The goals of the MHS Credit Recovery are:
1. To increase students’ personal responsibility and accountability.
2. To decrease absence and tardy rates.
3. To improve learning and classroom achievement.
4. To increase the on-time graduation rate of MHS students.
5. To improve the ability of students to successfully access post-secondary opportunities.

Students must attend Attendance Credit Recovery if they have more than eight unexcused absences in a class and they are passing or have passed the class in order to attain credit in the class.

Absence Effect on Credit

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<th>IF A STUDENT:</th>
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<tr>
<td>Has more than eight unexcused absences in any one class</td>
<td>The student may lose credit for that class. At this point the student must:</td>
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<td>• Ensure all absences have been excused and documented.</td>
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<td>• Attend the class regularly/daily and plan to attend Attendance Credit Recovery the following semester.</td>
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<td>Does not attend Attendance Credit Recovery sessions.</td>
<td>The student will not receive the grade s/he earned in the class in which s/he had more than eight absences. Consequently, the student will not receive credit for the class and an N grade will be assigned. At this point the student must:</td>
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<td>• Complete Attendance Credit Recovery sessions during the following semester (s).</td>
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<td>• Students will have nine (9) weeks to complete the credit recovery sessions from the end of the semester. If the student fails to complete credit recovery the N will become an F, thus the student will lose credit.</td>
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</table>
Attendance Credit Recovery (ACR) refers to after school sessions that students may complete to recover lost credit after the semester ends.

- Students will attend credit recovery for every absence over the allotted eight unexcused absences in each class per semester. For example, if a student exceeds eight absences in a class by two, the student must attend four Attendance Credit Recovery sessions (each full class session missed requires a student to complete two ASA sessions).

  - When a student completes all ACR sessions for a class, the original grade will be reinstated on the official transcript.

*Attendance Credit Recovery sessions are designed as academic make-up/compensation sessions; they are not detention.* The Credit Recovery teacher will work with students to support academic learning and students will be engaged in academic pursuits. Typically students will complete homework, study, read assigned novels, and work on tasks that support current classes. Phones, games, internet surfing, socializing, music devices, sleeping, “having nothing to do,” and other non-productive activities are not allowed. Any student who does not follow this expectation will be dismissed and the session will not count towards the recovery of credit.

**Early Release**

The following are approved early release activities:

- Running Start
- Northwest Career Academy students
- Contract Students
- Work Experience

Students are required to sign in and out at the attendance office. Parents should pick their students up at the attendance office.

Students needing to leave for individual medical or dental appointments or other justifiable reasons must bring a parent/guardian note and/or official documentation to the Attendance Office or have a parent/guardian phone the Attendance Office*. When this verification is obtained the student will receive an off-campus pass which is good only for the specific date and period(s) requested by the parent/guardian and approved by the Attendance Office.

**TRUANCY**

Students who are truant from school are in violation of Washington State law and district rules & regulations. As such, students who are truant may face disciplinary action. Some examples of truancy include:

1. Leaving a class without permission or without a hall pass
2. Not going to class
3. Leaving campus without permission or following procedures
4. Being absent without parental and school permission

A student who chooses to be truant will receive a zero on all work for that class for that day. In addition, progressive disciplinary action will be applied, based upon frequency or severity of the offense.
MERIDIAN HIGH SCHOOL TARDY POLICY

1. Students must be in the classroom ready to engage when the bell rings.
2. Students arriving late from another class/counseling office/main office will need a note from a MHS staff member (i.e. counselor, teacher of late test taker, etc.). The latter should not be considered a tardy.
3. A tardy may be excused by the office in cases of medical appointments or family emergencies.

*Tabulated per class period*

**Tardy 1 & 2:** These are handled by the teacher. A **verbal warning** is given and documented by the teacher.

**Tardy 3:** Teacher makes contact with parent/guardian and one **20 minute teacher assigned detention** will be assigned by the teacher.

*Tabulated school wide, all class periods*

**Tardy 4-9:** Student will receive formal after school detention.

**Tardy 10:** Saturday School and parent conference.

**Tardy 11+:** May result in suspension.

Meridian High School
Student Extra-Curricular Policy
Revised June 2011

*Philosophy:*
Participation in co-curricular activities at Meridian School District is voluntary and therefore should be considered a privilege. A high priority is placed in extra-curricular programs on building positive character traits such as respect for authority, sportsmanship, high standards in academics, ethics and citizenship. In order to reach those high standards, compliance with an established set of guidelines and policies is expected. Students who choose to participate in extra-curricular activities at Meridian must understand their obligation to maintain these standards. **Students must be a positive reflection of Meridian for the school, community, and all other schools that our representatives interact with.**

*Definition:*
“Co-Curricular Activities” applies to all athletic teams, and all clubs, organizations and activities which occur at Meridian under the guidance of a coach or advisor and which are not a part of the regular curriculum of the school.
**Expectations:**
Every student who participates in extra-curricular activities at Meridian High School and his/her parent or guardian must read the Extra-Curricular Code of Conduct and sign the participation form before the commencement of that activity.

**Extra-Curricular Code of Conduct**
As a participant in Meridian High School’s extra-curricular programs and activities, I understand that the following rules apply for the entire year. These rules are in effect from the first day of practice one year, through the first day of practice the following year.

**Attendance:**
A student participant must be in school **the entire day of a game/activity** in order to participate in that game/activity unless he/she has a prearranged excused absence. Students must also be in attendance the entire day following a game/activity unless they have an administrative approved, prearranged excused absence (for example: Dr. appointment, funeral) or an absence excused for illness or injury; not more than one of these exceptions is allowed in a school quarter. Any exception to this due to additional extenuating circumstances must be appealed through building administration. Any unusual circumstance should be discussed with the Principal and parent before it becomes a concern.

**Behavior:**
The first violation of the following rules may result in a probationary period of one year (after the applicable discipline has been imposed). A further violation of the following rules, after a violation-free probationary period of one year, may be eligible to begin the “offense count” back at a first offense.

- No smoking or chewing of tobacco
- No excessive use of profane or vulgar language
- No engagement in any delinquent behavior
- Abide by all regulations as prescribed by the Meridian Board of Directors and understand that any act of exceptional misconduct as outlined in the Meridian Student Handbook will also be considered a violation of the MSD Co-Curricular Code of Conduct.

All violations of the following rules are cumulative during the student’s time at each school.

- No use or possession of intoxicating beverages or illegal drugs
- No misuse of OTC or prescription drugs (See WIAA rule 18.26.2 on Legend drugs, controlled substances and the consequences).
- Commit no unlawful acts (See note below).
- Not to be present at any function or in any circumstance where alcohol or illegal drugs are involved.

**Discipline**
- **First Offense:**
The student will be immediately suspended from activities for fourteen calendar days to include a minimum of two complete games or contests. Should the period of suspension be less than fourteen days, the student will forfeit participation in two complete games/events in a subsequent sport or activity. The student may, at the discretion of the coach, be allowed to participate in practices but cannot take part in contests during the time of suspension.
• Second Offense:
The student will be dismissed from the team/group for the remainder of that season. Should the period of suspension be less than twenty-one days, the student will forfeit participation in one-third of the games or events in a subsequent sport or activity. The student may, at the discretion of the coach, be allowed to participate in practices but cannot take part in contests during the time of suspension.

• Third Offense:
The student will be suspended from participating in all extracurricular activity programs within the Meridian School District for the remainder of his/her high school career.

In all cases involving the use of illegal drugs or alcohol, the student shall be required to submit to a drug/alcohol evaluation by an accredited community agency and must abide by the recommendation of that agency before being reinstated.

Note: The continued eligibility for students involved in criminal offenses, even though not committed on school property or at a school event, will be subject to a review by a committee consisting of the Administration, Athletic Director, Coach and School Counselor. A student may be found ineligible for one game, a number of games or placed on behavior probation. Repeated criminal offenses either in school or outside of school will likely result in ineligibility for the remainder of the season depending on the circumstances involved.

Academic Eligibility:
In order to participate in Co-curricular activities, students must continuously demonstrate academic achievement. Evidence of passing grades must be presented every two weeks. If there are any failing grades, the student must bring the grade up to passing or have special circumstances approved by administration before participating in the next competition.

A student must pass all classes during the previous grading period as well as maintain passing grades throughout the quarter. If the student earns a grade of F, NC, or I, the student may begin participating in interscholastic competitions when...

♦ If the student received a grade of I or incomplete...
When the incomplete has been made up and the teacher has submitted a passing grade to the registrar.

♦ If the student received a grade of NC or no credit...
When a weekly progress report shows that the student has 90% or better attendance for a minimum of three school weeks during the current semester.

♦ If the student has received a grade of F... (see below)

Previous Semester Grades
• Fall student athletes who fail two or more previous semester classes are ineligible to compete for five weeks (WIAA).
- Fall student athletes who fail one semester class are ineligible to compete in the first 15% of their next sports season.

- Spring student athletes who fail one or more previous semester classes are ineligible to compete in the first 15% of their next sports season.

<table>
<thead>
<tr>
<th>Length of Season</th>
<th>Activity</th>
<th>% Games Ineligible</th>
<th>Contests Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>Cross Country</td>
<td>15%</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Football, Track</td>
<td>15%</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(consecutive contests at highest level)</td>
</tr>
<tr>
<td>12</td>
<td>Golf, Swim</td>
<td>15%</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Soccer, Volleyball</td>
<td>15%</td>
<td>2 games OR 1 game AND 1 tourney</td>
</tr>
<tr>
<td>20</td>
<td>Basketball, Baseball, Fastpitch</td>
<td>15%</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td>Wrestling</td>
<td>15%</td>
<td>5 matches OR 1 tourney OR equivalent</td>
</tr>
</tbody>
</table>

- Students who document successful completion of course work (pre-approved by the school) that makes up credit for the classes failed may recover their whole eligibility.

- Note: Class makeup/Credit recovery: Students attempting to recover credit from failed course work (i.e. Summer/Online) must re-take the same class. Any exceptions to this must have prior administrative approval.

**Current Semester Grades**

- Goal: All students will earn a C- or better.

- Grades will be checked on a two week basis.

- The first two week grade check (to occur during the second full week of school, week three) of each semester will place failing student athletes on a probationary “grace period”. Students with failing grades retain full eligibility status. This is considered a “status” warning and takes into consideration the infancy of the term. All students are encouraged, but not required to attend ASA (After School Academics).

- The second grade check (week five) of the semester will identify those with failing grades as ineligible for competition. **Student athletes earning less than a C- are required to attend ASA daily in order to practice with team.**

- For the remainder of the semester, any student whose grades in any class slip under 60% are ineligible for competition. **Students earning less than a C- in any class are required to attend ASA (After School Academics) until grades improve above C-.**

- MHS Students may restore their athletic eligibility at any point in time. There is no set term of suspension. Note: Passing status must be communicated from the teacher to administration, in person, electronically (email, text), or by phone. (*Hand notes are not acceptable. The WIAA penalty for forgery is a one calendar year athletic suspension).
In addition, it is understood that as a member of the Washington Interscholastic Activities Association, all students in the Meridian School District are subject to WIAA regulations.

**Appeal Process:**
A student dismissed from a team/group for violation of rules may petition the school principal, in writing, to arrange an appeals hearing. The hearing is to be held within three days of the petition. The appeals committee will consist of the athletic director, the principal and a teacher or coach selected by the principal. If additional conferences are necessary to resolve an issue, the student may appeal to the Superintendent.

**Approval For Participation:**
Every student who participates in interscholastic athletics (including cheerleaders) must have each of the following completed documents signed and on file through the office of the Athletic Director:
- ASB card prior to participation in activities.
- Physical Examination Form and Concussion Form
- Eligibility Form
- Participation Fee paid

**Equipment**
Students are fully responsible for all equipment checked out for the sport or activity in which they are engaged. Equipment is to be kept clean and in good condition, and it is the student’s responsibility to turn in the equipment promptly at the end of the sports season. Students who fail to turn in equipment will not be allowed to participate in any subsequent sport or activity until they have done so.

**INTERNET POLICY**
Students are responsible for appropriate behavior on school computer networks just as they are in the classroom. Access to network services is a privilege given to students who agree to act in a responsible and considerate manner. Please sign the Student Handbook page and note any permissions that you do not want to grant. Progressive discipline will apply including legal action as necessary.
**Meridian School District Internet Permission Guidelines**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (3200), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.
I have read and understand the rights and responsibilities as described in the Student Handbook, and Extra-Curricular Policy, and Meridian High School Technology Agreement.

As a user of the Meridian Public Schools computer network, I hereby agree to comply with the rules and guidelines associated with the Meridian School District Internet and Web policies — communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

At this time I also give the Meridian School District permission to publish the following items on the school district internet site. Please check any you DO NOT want to include on the district web site.

- □ Student name (first name and last initial)
- □ Student photograph (usually a group shot unless related to specific project)
- □ Student creation (essay, project, etc.)
- □ Student e-mail address (only if required for specific project or activity)

As the parent or legal guardian of the minor student signing above, I grant permission for my daughter or son to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I also realize that some materials on the Internet may be objectionable, but I accept the responsibility for guidance of Internet use — setting and conveying standards for my daughter or son to follow when selecting or exploring information and media. I also give permission for the school and district to publish student information (as mentioned above) on the district and school web sites.

________________________________________
Student’s PRINTED Name

________________________________________    ______
Student’s Signature                                    Date

________________________________________
Guardian’s PRINTED Name

________________________________________    ______
Guardian Signature                                                         Date