



## **Student Handbook 2017-18**

### **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

## 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, students are eligible to participate in the College in High Schools, 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 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, Grants & Risk Management, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

**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.

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## ASB OFFICERS

ASB President	Bryn Magnusson
ASB Vice President	Isabella Johnson
ASB Secretary	Rubijean Stuit
ASB Treasurer	TJ Dykstra
ASB Interhigh Representative	Autumn Brooks
ASB Publicity Manager	Ashlee VanDenTop

## CLASS OFFICERS

### Class of 2018

Senior President
Senior Vice President
Senior Secretary
Senior Treasurer

### Mrs. Ames

Zac Kinney
Lukas Hemenway
Madison Pap
Kayley Harris

### Class of 2019

Junior President
Junior Vice President
Junior Secretary
Junior Treasurer

### Mrs. Wilson

Jaskaran Dhatt
CURRENTLY VACANT
Shelby Appel
CURRENTLY VACANT

### Class of 2020

Sophomore President
Sophomore Vice President
Sophomore Secretary
Sophomore Treasurer

### Mrs. Brinkman

Aurya Downey
Ella Carpenter
Makenzie Flake
Allyssa Brooks

### Class of 2021

Freshman President
Freshman Vice President
Freshman Secretary
Freshman Treasurer

### Mrs. Bishop

Madeline Countryman
Olivia Carrillo
Jenna McCauley
Emily Coulter

### **School Board Representatives:**

Rubijean Stuit
Bryn Magnusson

## 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:** All students have access to T3 sessions for specific support in academic subjects. Students assigned to a closed session are required to attend. In addition, all students have access to the after-school tutoring center in the library. Students who receive one or more failing grades at a grade check (every two weeks) may be put on Academic Alert and assigned an intervention. **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; however, students may retrieve items from their vehicles in the parking lot and immediately return to the building **only during lunch**. 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. Students in the parking lot during times other than lunches will receive an off-campus violation. Students returning to the building must return through the doors at the front of the building next to the office. Other doors will remain locked throughout the school day. Closed Campus expectations are in effect for students participating in after school academic programs.

## 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.

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. Students are responsible to ensure that their devices are turned off during all times other than those outlined above. MHS is not responsible for lost or stolen electronic devices or cellphones.

### Progressive Discipline is as follows:

**1<sup>st</sup> 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<sup>nd</sup> 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.

**Subsequent offenses:** Progressive Discipline as determined by Administration – this could include losing the ability to have the device to school.

\*Students who fail to turn their device over to staff will be sent to the office and disciplined for failure to follow staff direction.

## DRESS CODE

Meridian High School is committed to providing a respectful learning environment for all students and staff. Students may express their individuality in their dress as long as their appearance does not cause a disruption to the educational process for themselves, other students, or staff. Students' choice in matters of dress and appearance shall be regulated when the sensibilities of others are impacted, in the judgment of school officials. The following expectations apply: Shorts and skirts must be mid-thigh or longer, shirts and tank tops must cover the stomach, back, and chest. Uncovered tube tops, spaghetti straps, halter tops, and tops with only one shoulder strap are not appropriate for school. Undergarments or clothing worn as undergarments must not be showing – this includes tank tops that are intended as undergarments. Clothing should not be "see-through".

Clothing and accessories depicting the following should not be worn at school: 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. Bandanas may not be worn or displayed at school.

Students are encouraged to wear spirit wear (black, gold, and white) every Friday.

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.

## SCHOOL DANCE POLICIES

Students are encouraged to attend school dances when they are held.

### MHS Dance Expectations

1. Appropriate face-to-face dancing only
2. Allow adequate space for chaperones to pass through dance floor
3. Follow all district behavior expectations
4. Limit one guest per Meridian student
5. Guest student must enter and leave with his/her guest
6. Guest must show student photo ID card from his/her home school
7. Guests that do not attend high school must show photo ID (Driver's License) and be under 21 years of age

### MHS Dance Guest Policy

MHS students may bring **one** guest from outside the school as long as the following expectations listed below are met. Students must have a guest passed submitted to the office by **3 pm on the Wednesday before the dance** in order to have a dance pass approved. No guests may attend a dance without an approved pass. Guests who fail to meet the expectations below may not be allowed to attend future dances.

## SPIRIT ROCK POLICIES

The Spirit Rock is an important part of the climate and culture of MHS. To respect the contributions and achievements of all our students, the following policies are in place to manage the use of the Spirit Rock to promote school teams and activities:

1. School-approved teams or groups may paint the rock. Exceptions must be approved by building administration.
2. Messages must be centered on the activities endorsed by MHS - the rock is not to be used for political or social messages.
3. To respect the contributions of all students, the rock should remain painted for no less than one week before another group paints over a previous message.

## 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 as listed below.

Students will park their cars **only** in a parking spot in the assigned student parking lot. 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.

Students may not occupy a vehicle or loiter in the parking lot at any time **during the school day**. Students found to be doing either of these things will be considered truant and in violation of the closed campus policy.

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 who violate the driving or parking policy may be subject but not limited to the following disciplinary action:

**1<sup>st</sup> Offense:** Administrative warning and notification of parents.

**2<sup>nd</sup> Offense:** One week loss of parking privilege and notification of parents.

**3<sup>rd</sup> Offense:** Two week loss of parking privilege and notification of parents.

**4<sup>th</sup> Offense:** Loss of parking privilege for the remainder of the school year and notification of parents.

# ACADEMIC DISHONESTY (PLAGIARISM & CHEATING)

## What is Plagiarism

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the *Merriam-Webster OnLine Dictionary*, to "plagiarize" means

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of *fraud*. It involves both **stealing** someone else's work and **lying** about it afterward.

But can words and ideas really be stolen? According to U.S. law, the answer is "yes". In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

## What is Cheating?

Cheating includes but is not necessarily limited to:

- Using a cheat sheet during a quiz/test.
- Copying during a quiz/test.
- Copying assignments.
- Turning in another student's work as your own.
- Turning in your own work again in another class.
- Collusion: Giving or sharing your work resulting in that work being used by another student.

## Discipline for Academic Dishonesty

IF A STUDENT:	THEN:
Commits academic dishonesty (plagiarism or cheating)	<p><b>Incident 1:</b> S/he will receive a zero for the assignment and be given a period of time to complete an alternative assignment (it could be redoing an assignment) to receive 50% credit.</p> <p><b>Incident 2:</b> S/he will receive a zero for the assignment.</p> <p><b>Subsequent Incidents:</b> S/he will receive a zero for the assignment and be assigned a Saturday School.</p> <p><i>* Please note incidents of academic dishonesty are cumulative during a student's time at MHS.</i></p>

## Preventing Plagiarism: Student Resources

In a research paper, you have to come up with your own original ideas while at the same time using work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to include sources in your paper? If you change some of what an author said, do you still have to cite that person? Confusion about the answers to these questions often leads to **plagiarism**. If you have similar questions, or are concerned about preventing plagiarism, we recommend using the checklist below.

### **A. Consult with your instructor**

Have questions about plagiarism? If you can't find the answers on our site, or are unsure about something, you should ask your instructor. He or she will most likely be very happy to answer your questions. You can also check out the guidelines for [citing sources properly](#). If you follow them and the rest of the advice on this page, you should have no problems with plagiarism.

### **B. Plan your paper**

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan **how** you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline or coming up with a thesis statement in which you clearly formulate an argument *about* the information you find, will help establish the boundaries between your ideas and those of your sources.

### **C. Take Effective Notes**

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources, so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems – including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away – finding them again later when you are trying to finish your paper can be a nightmare!

### **D. When in doubt, cite sources**

Of course you want to get credit for your own ideas. And you don't want your instructor to think that you got all of your information from somewhere else. But if it is unclear whether an idea in your paper really came from you, or whether you got it from somewhere else and just changed it a little, **you should always cite your source**. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by: 1) showing that you are not just copying other ideas but are processing and adding to them, 2) lending outside support to the ideas that are completely yours, and 3) highlighting the originality of your ideas by making clear distinctions between them and ideas you have gotten elsewhere.

### **E. Make it clear *who* said *what***

Even if you cite sources, ambiguity in your phrasing can often disguise the real source of any given idea, causing inadvertent plagiarism. Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. For example, imagine you are talking about Harold Bloom's discussion of James Joyce's opinion of Shakespeare, and you write: "He brilliantly portrayed the situation of a writer in society at that time." Who is the "He" in this sentence? Bloom, Joyce, or Shakespeare? Who is the "writer": Joyce, Shakespeare, or one of their characters? Always make sure to distinguish **who** said **what**, and give credit to the right person.

### **F. Know how to Paraphrase:**

A paraphrase is a restatement **in your own words** of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change **both** the **words** and the **sentence structure** of the original, **without** changing the content. Also, you should keep in mind that paraphrased passages **still require citation** because the ideas came from another source, even though you are putting them in your own words.

The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information.

### **G. Evaluate Your Sources**

Not all sources on the web are worth citing – in fact, many of them are just plain wrong. So how do you tell the good ones apart? For starters, make sure you know the **author(s)** of the page, where they got their information, and when they wrote it (getting this information is also an important step in avoiding plagiarism!). Then you should determine how credible you feel the source is: how well they support their ideas, the quality of the writing, the accuracy of the information provided, etc. We recommend using Portland Community College's "[rubrics for evaluating web pages](#)" as an easy method of testing the credibility of your sources.

## AFTER SCHOOL AND SATURDAY SCHOOL

Detention may be assigned by teachers or the administration as a consequence. Teachers who assign a student an in-class detention will make contact to notify parents. *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 4:00 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. Students are not to leave campus and return for after school academic programs. If students do not come to detention prepared, they will be asked to leave, and 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 Saturday School, 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 – email is an acceptable form of communication outside of regular school hours.

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

## 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.

- Arson;
- Assault, if the assault involves
  - Injury to another;
  - Bodily fluids; or
  - A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.

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 including E-Cigs** 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:

**1<sup>st</sup> Offense:** Two-day suspension and successful completion of smoking cessation class to be paid for by the student, an abatement program with the High School Intervention Specialist, 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.

**2<sup>nd</sup> Offense:** Five-day suspension and successful completion of a smoking cessation class to be paid for by the student/an abatement program with the High School Intervention Specialist, or a ten-day suspension. A conference with parents will be required.

**3<sup>rd</sup> 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 suspicion** 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. All contraband and paraphernalia shall be confiscated by authorities.

As used in this regulation, "**reasonable suspicion**" shall mean the existence of specific, observable evidence or behaviors that can be described.

As used in this regulation, "reasonable suspicion" means there are grounds to suspect a search will provide evidence a student has violated a school policy or rule. Examples would include but are not limited to the smell of alcohol, impaired speech, impaired coordination, erratic behavior, defiance or disrespect toward authority or other recognizable characteristics unusual for the particular student.

**Offenses for elementary students shall be cumulative from grades K-5, and offenses for secondary students shall be cumulative from grades 6-12.**

**1<sup>st</sup> for Use or Possession** (Grades 6-12):

Student will be suspended for ten days. The 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

## 2017-2018 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.**

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

IF A STUDENT:	THEN:
Has two (2) 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)	MHS is required by the Washington State BECCA Law to schedule a conference with the student and parents to identify the barriers and supports available to ensure regular attendance.
Has seven (7) absences in one month or 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)	MHS is required by the Washington State BECCA Law to file a petition with Whatcom County Superior Court.

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 trancies. 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, 318-2260 or the attendance/BECCA administrator, Mr. Jacoby, 318-2281.**

## **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. A submitted excuse which does not constitute an excused absence as defined previously; or
- B. 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 (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 a 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.
- Implementing and enforcing the BECCA Bill-Washington State Truancy Law RCW 28A.225.030, Washington State Law, and MSD Board Policy.

### **Early Release and Late Arrival**

The following are approved early release and late arrival activities:

- Running Start
- Northwest Career Academy students
- Contract Students

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
5. Not attending an assigned T3 session

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

Students are allowed five 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 and arriving on time is important. This is also a habit that is important for future jobs, so timeliness is expected of all students.

1. Students must be in the classroom and in the proximity of their assigned seat when the bell rings. *(Note: Individual teachers may have additional expectations outlined in their syllabus that students are expected to know and follow.)*
2. Students arriving late from another class/counseling office/main office will need a note from a MHS staff member (eg counselor, teacher of late test taker, etc.). These should not be considered a tardy.
3. A tardy may be excused by the office in cases of medical appointments or family emergencies.
4. Students arriving late to school must check in with the office. Failure to do so may result in an unexcused absence and discipline.

IF A STUDENT:	THEN:
Is more than 15 minutes late to a class without communication from the office or another teacher.	S/he will be marked absent (unexcused).
Has tardy problems in a class as determined by the teacher's policy outlined in the course syllabus	<b>Tardy 1 &amp; 2:</b> These are handled by the teacher. A <b>verbal warning</b> is given and documented by the teacher in Skyward. <b>Tardy 3:</b> Teacher makes <b>contact with parent/guardian</b> and one <b>20 minute teacher assigned detention</b> will be assigned.
Has multiple tardies across all classrooms	<b>Tardy 5:</b> Student will receive formal after school detention. <b>Tardy 10:</b> Student will receive two (2) formal after school detentions. <b>Tardy 15+:</b> Student will receive Saturday School and parent conference.

**ATTENDANCE PHONE LINE: 318-2295**  
Call any time to excuse your student's absence.

# Meridian High School

## Student Extra-Curricular Policy

Revised June 2017

### *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 administrative approval, 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 (*during a sport season*). 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 18.24.2 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.
- No cheating or plagiarizing on coursework, tests or exams

### **Discipline**

- **First Offense:**

The student will be immediately suspended from activities for fourteen calendar days this will include suspension from a minimum number of contests or events. Each sport/activity specific suspension is illustrated in the table below. Should the period of suspension be less than fourteen days, the student will forfeit participation in games/events in a subsequent sport or activity. 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...

◆ 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.
- 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.

<b>MERIDIAN SCHOOL DISTRICT INTERNET GUIDELINES</b>	 <b>PERMISSION</b>
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward</p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>◆ Sending or displaying offensive messages or pictures</li><li>◆ Using obscene language</li><li>◆ Harassing, insulting or attacking others</li><li>◆ Damaging computers, computer systems or computer networks</li><li>◆ Violating copyright laws</li><li>◆ Using another's password</li><li>◆ Trespassing in another's folders, work or files</li><li>◆ Intentionally wasting limited resources</li><li>◆ Employing the network for commercial purposes</li></ul>
<p><i>Violations may result in a loss of access as well as other disciplinary or legal action.</i></p>	



## **Meridian High School 2017-18 “Need to Know”**

The Complete Student Handbook is on the Meridian High School Homepage.

**You are responsible for reading the knowing the information in  
The Meridian High School Student Handbook**

### **Visitors and Guests (Pg. 4 & 5)**

All visitors and guests must be pre-approved by MHS administration and must sign in and out of the main office. Guests must wear a clearly visible “Visitor” pass while on campus. Dance guests must have an approved dance pass submitted to the office **no later than 3:00 pm the Wednesday before the dance.**

### **Telecommunication Devices (Pg. 5)**

Devices may be turned on and operated during class times ONLY with the explicit permission of the classroom teacher or an administrator. Students in violation of this policy will be subject to progressive discipline including confiscation of the device. Meridian High School is not responsible for lost or stolen electronic devices or cellphones.

### **Dress Code (Pg. 5)**

Meridian High School is committed to providing a respectful learning environment for all students and staff. Students may express their individuality in their dress as long as their appearance does not cause a disruption to the educational process for themselves, other students, or staff. Students not dressed appropriately may be provided alternate clothing or sent home to change clothes with parental permission. The following expectations apply: Shorts and skirts must be mid-thigh or longer, shirts and tank tops must cover the stomach, back, and chest. Tube tops, spaghetti straps, halter tops, and tops with only one shoulder strap are not appropriate for school. Undergarments or clothing worn as undergarments must not be showing – this includes tank tops that are intended as undergarments. Clothing should not be “see-through”.

Clothing and accessories depicting the following should not be worn at school: 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. Bandanas may not be worn or displayed at school.

Students are encouraged to wear spirit wear (black and gold) every Friday.

### **Driving and Parking Policy (Pg. 5)**

Students must abide by rules surrounding driving behaviors and parking protocol to maintain the privilege of parking on campus. Driving in a way which endangers a person or property may result in the loss of parking privileges. Student may **only** park in an approved student parking spot during school hours. Parking in fire lanes or handicapped parking spots is not allowed. Vehicles in the school parking lot must be free of adornments (i.e. bumper stickers, window stickers, flags, etc.) that may offend the sensibilities or others (please refer to dress code provisions for further clarification).

### **Academic Dishonesty – Plagiarism & Cheating (Pg. 7 & 8)**

Students at Meridian High School are expected to do their own work and not share their work with others unless directed by staff. Teachers will provide academic consequences and school officials may add additional discipline as described in the handbook policy. Academic dishonesty offenses accrue across all classrooms. Students and parents are encouraged to refer to the resources listed on page 8 of the handbook to limit the likelihood of committing plagiarism.

### **Attendance Philosophy & Policy (Pg. 11, 12, & 13)**

Meridian High School’s attendance philosophy is to support academic achievement, ensure a positive learning environment, and support future employability skills of our students. Regular attendance and coming to class on time are critical pieces of this philosophy. The State of Washington and Meridian School District School Board (3122P) provides the following reasons for valid, excused absences: Participation in a district or school approved activity or instructional program; Illness, health condition or medical appointment; Family emergency; Religious or cultural purposes; Court, judicial proceeding or serving on a jury; Post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; Absence directly related to the student’s homeless status; Absence resulting from a disciplinary/corrective action; and Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. Absences which do not meet the above criteria may result in an unexcused absence. Students who miss 3 consecutive school days or 6 days in a semester due to illness or medical reasons may need to provide a note from a medical care provider. Parents may call 318-2295 to notify the office of a student’s absence.

Student attendance in an assigned T3 session is required for students. Failure to attend an assigned section may result in discipline.

**Tardy Policy (Pg. 13)**

Students are allowed 5 minutes to pass between classes and must be in the classroom, within proximity of their assigned seat when the second bell rings. Students who are late from another class or the office must have a note to prevent accumulating a tardy. Students who arrive late to school must sign in with the office; failure to do so may result in an unexcused absence.

Tardy discipline is defined below:

- Tardy 1 & 2 – determined by class: A verbal warning is given and documented.
- Tardy 3 – determined by class: Teacher makes contact with parent/guardian and a 20 minute teacher assigned detention is assigned.
- Tardy 5 – across all classrooms: Student receives 1 formal after school detention.
- Tardy 10 – across all classrooms: Student receives 2 formal after school detentions.
- Tardy 15 – across all classrooms: Student receives Saturday School and a parent conference is requested.

**Extra-Curricular Policy and Code of Conduct (Pg. 14, 15, & 16)**

Every student who participates in athletics must have the following on file with the Athletic Director: ASB card, physical examination and concussion form, informed consent form, eligibility form, and paid participation fee.

Students participating in athletics and activities at MHS are expected to be in attendance for the entire day of a game/activity and the entire day following a game/activity to maintain eligibility – exceptions must be approved through administrative approval, prearranged excused absence, or absence for illness or injury. No more than 1 exception is allowed during a quarter or sports season.

Students violating behavior expectations defined on Page 14 are subject to suspension from team activities.

After School Academics may be assigned to students not meeting academic standards defined on Page 15, those students will be expected to adhere to behavior and academic guidelines established by the Athletic Director and staff supervising ASA. Students will need to be in attendance until 3:30.

**I have read and understand the information stated on both sides of this page. I understand that the Student Handbook provides greater detail of behavior guidelines and expectations. A Student Handbook has been made available as either a hardcopy or electronically at <http://meridian.wednet.edu/mhs>. I know that I am expected to read and have full knowledge of the information in the Student Handbook, and I am expected to ask for help from any staff member at Meridian High School about rules and guidelines I do not understand.**

Printed Student Name (Last, First, Middle Initial): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_