

# Parent Handbook 2018–2019



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**The Meridian School promotes a balance of mind and heart,  
of contemplation and action, of individuality  
and a commitment to the community.**  
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## MISSION

The Meridian School promotes a balance of mind and heart, of contemplation and action, of individuality and a commitment to the community.

By integrating curriculum, character, and community, we provide the foundation for well-rounded students.

**Curriculum** should challenge, engage, and inspire students. At Meridian, we provide an excellent academic education in which the joy of childhood infuses the excitement of learning.

**Character** is built upon integrity, compassion, and responsibility. At Meridian, students are guided toward self-discipline and thoughtful decisions, mindful of themselves, others, and their environment.

**Community** is the heart of a school. At Meridian, all students, staff, and families are known and valued. We strive to create a diverse, equitable, and inclusive culture. Our connections are strengthened through close student-teacher relationships, strong parent involvement, and active engagement with our local and global communities.

## NONDISCRIMINATION POLICY

The Meridian School does not discriminate in all aspects of employment and admissions because of age, sex, sexual orientation, gender expression, gender identity, race/color, ethnicity, national origin, creed, veteran or marital status, disability, or any other category protected by federal, state, or local law.

## COMMUNITY EXPECTATIONS

We are committed to a culture of respect and integrity, and we expect all community members to advance and model this commitment in their daily interactions and relationships. The Meridian School will confront and address threatening, harassing, or bullying behaviors and communications directed at any member of our community in order to ensure that our environment remains positive, supportive, and safe for all.

# DIVERSITY STATEMENT

Approved by the Board of Trustees on May 5, 2008

The Meridian School promotes diversity of thought and identity by bringing together community and curriculum to open minds and hearts, connect awareness to actions, and celebrate the contribution of the individual to the community.

We believe that the challenges of our world require culturally competent, well-rounded, critical-thinking individuals who are prepared to be responsible and active global citizens; that diversity brings perspectives and authentic experiences central to an education that balances the intellectual, emotional, and social growth of children; and that a school community and learning environment that are inclusive and more diverse will promote a deeper understanding of varying points of view and will fuel innovation, creativity, and progressive change.

## Diversity Commitments

We are committed to an institutional structure that identifies, challenges, and addresses bias and prejudice, and provides support for diversity in our program and community.

We are committed to open and honest communication about issues of identity so that students feel valued in our school community and comfortable being themselves.

We are committed to an intentional curriculum that looks both inward to ourselves and outward to others, and celebrates the richness of diverse cultural and intellectual exchange.

We are committed to a community environment that is positive, nurturing, and emotionally safe; embraces the integrity of individual identity; and allows for authentic sharing of personal histories, experiences, and cultures.

We are committed to employment practices and professional development of the school's administration, faculty, and governing body to build skills and advance our vision of diversity in the school.

We are committed to an admissions process that offers an accessible educational program for diverse populations.

We are committed to a culture of respect and integrity that we will advance and model in our daily interactions and relationships in the school community.

## Definition of Terms

Diversity of thought means the different ways people look at, think about, and interpret the world. This may include a variety of beliefs, creeds, communication styles, political orientations, and learning abilities.

Diversity of identity means the characteristics by which we self-identify or by which others may define us. These characteristics may include age, country of birth, ethnicity, family structure, gender, gender expression, physical ability, physical appearance, race, religious affiliation, sexual orientation, and socioeconomic circumstances.

## **HISTORY: Over 70 Years of Growth and Change**

**1946:** Perkins School for Children, a preschool and kindergarten, opened its doors for the first time. Mrs. E. Louise Perkins was founder and owner of Perkins School for Children, originally located in the Ravenna district.

**1976:** Perkins Elementary School (original name of Meridian) was founded by Betty Lea. Perkins Elementary operated for many years as the elementary school of Perkins School for Children. It began as a small school of approximately 30 students in grades one and two. Meridian now has 196 students in kindergarten through fifth grade.

**1978:** Perkins Elementary received its 501(c)(3) status, effectively changing the school from a proprietary business to a nonprofit institution governed by a board of directors.

**1981:** Perkins Elementary moved to the Good Shepherd Center. Classes were located in the main building. The school shared the gymnasium with Pacific Northwest Ballet.

**1982–1983:** Parent Association was formed.

**1986–1987:** The final year for sixth grade, due to public middle school changes in grade levels.

**1989:** Renovated the South Annex.

**1990–1991:** Renovated the gym. Capital campaign to renovate the gym began with a goal of raising \$125,000. The campaign started with \$17,000 in funds from the auction and contributions of \$10,000 from the Board of Trustees.

**1990:** PNAIS (now NWAIS) evaluation—accredited with PNAIS (NWAIS) and NASC.

**1992:** First Annual Fund Drive.

**1994:** Expanded into the North Annex space.

**1995–1996:** The school welcomed its first kindergarten class.

**1997:** Changed name to The Meridian School.

**2002:** New playground planned and constructed at Meridian Park.

**2004:** Director Ellen Toole retired after 25 years with Perkins Elementary/The Meridian School.

**2005:** Ron Waldman arrived as new Head of School.

**2006:** Remodeled main hallway, third and fourth grade classrooms. Developed new logo, mission, and philosophy.

**2006:** Meridian began its Global Studies program.

**2007:** Remodeled kindergarten rooms. Adopted 2008–2012 strategic plan.

**2009:** Remodeled first grade classrooms, Extended Day room, and music room. Reaccredited by NWAIS.

**2012–2013:** Ron Waldman, Head of School, retired after eight years with The Meridian School.

**2013–2014:** Jack Shea arrived as new Head of School.

**2016–2017:** Meridian School celebrated its 40th anniversary.

**2017–2018:** Meghan Kimpton was appointed Meridian's fourth Head of School. Reaccredited by NWAIS.

# SCHOOL ACCREDITATION

The Meridian School is a fully accredited member of the Northwest Association of Independent Schools (NWAIS). Our continued membership involves self-evaluation, observations, documentation of policies and procedures, and review of goals and philosophy. NWAIS is a Northwest-oriented association concerned with the academic programs and progress of qualified independent schools. Its purpose is to assist schools in fulfilling their mission to provide high-quality education for children by promoting and protecting the independence of our schools, by representing the interests of our schools, and by fostering collegial relationships and ethical leadership within our schools. It also serves as a liaison between member organizations and the National Association of Independent Schools.

## **Core values of NWAIS include:**

- Independence.
- Free and open inquiry.
- Commitment to diversity.
- Ongoing school improvement.
- Collegial relationships and ethical leadership.

## **Essential characteristics of NWAIS schools include:**

- Commitment to the public good.
- Effective governance and operations.
- Physical location or place.
- Primary focus of academic education.
- Commitment to the best interests of children.

The Meridian School is also a member of the National Association of Independent Schools (NAIS) and the Washington State Board of Education.

## BOARD OF TRUSTEES

The Meridian School Board of Trustees was formally established in February 1987, replacing the board of directors and corporate officers. The board is responsible for fiduciary oversight and governance of the school. The Executive Committee meets monthly during the academic year and comprises the following members:

Kimberly Watson, Chair	Current and alumni parent
Edie Bishop, Vice Chair	Current parent
Andrew von Nordenflycht, Treasurer	Alumni parent
Jacob Scholl, Secretary	Current parent

## BOARD COMMITTEES

**Committee on Trustees** determines and evaluates the composition of the board and its leadership, takes responsibility for policy and bylaws, and leads the ongoing effort to support the growth and development of the board and its individual members.

**Development Committee** oversees all fundraising activities of the school, both long-range and annual, and oversees the advancement of the school into the broader community.

**Equity and Inclusion Committee** provides leadership and guidance in developing an inclusive and welcoming learning and working environment and oversees the implementation of the board's vision for equity and inclusion.

**Executive Committee** comprises the board chair, vice chair, treasurer, secretary, and Head of School; serves as a sounding board for the Head; and addresses, on behalf of the board, issues requiring urgent attention between meetings.

**Facilities Committee** develops and executes short- and long-term plans related to the construction, lease, repair, and maintenance of the physical plant.

**Finance Committee** develops the long-range financial plan and yearly operational budget of the school, and oversees investments, audits, and financial policies of the school.

# PARENT ASSOCIATION

Welcome to Meridian’s Parent Association! As a Meridian parent, you’re a member of the Parent Association. Our mission is to facilitate parent volunteer activities for the betterment of the school and its community. The P.A. promotes parent involvement in the school community by supporting teachers and staff, along with organizing school activities and programs. It facilitates communication among parents, teachers, and school administrators to explore issues of mutual interest; sponsors speakers on educational topics; and provides a structure for assisting the school with certain fundraising and social functions.

## Parent Association Activities

The Parent Association sponsors the special events listed below. These events enrich, entertain, and enlighten all members of the Meridian community, and they provide a great opportunity for parents to get to know each other, network, and learn more about Meridian. Parent Association meetings and get-togethers are a wonderful mix of business and fun! Many parents use their Parent Association network to brainstorm child-rearing challenges, from lunches and lost coats to homework and social skills.

## Parent Association Forums

All parents are invited to attend Parent Association forums that cover topics of interest to parents. Brigette Quichocho, development director, attends P.A. meetings and is the liaison between the P.A. and the Meridian administration.

## Parent Association Events 2018–2019

The events listed below are either coordinated or supported by The Meridian School Parent Association. In addition, the P.A. will host informative gatherings and forums during the year to address topics of interest to the parent community. Each grade level hosts a potluck during the fall of each school year. The dates and times of these potlucks will be announced in the weekly Spyglass newsletter.

Date	Event	Supported by
August 28	Popsicles in the Park	5th Grade P.A.
September 7	Welcome Coffee	P.A.
October 26	Grandparents and Special Friends Day	2nd Grade P.A.
October 27	Fall Festival	P.A.
December 1	All-School Family Ice Skating Party	P.A.
January 25	Family Movie Night	P.A.
March 19	Accepted Parents Revisit Coffee	Kindergarten P.A.
May 6–10	Teacher Appreciation Week	1st Grade P.A.
June 10	All-School Picnic	3rd Grade P.A.
June 13	5th Grade Graduation Reception	4th Grade P.A.

## Parent Association Executive Committee

The Parent Association Executive Committee works together and with Meridian’s administration to manage the Parent Association’s overall operations and budget. The Parent Association Executive Committee meets monthly to plan P.A. events, set the calendar, and monitor the budget. For general questions or more information about the P.A., please email Brigette Quichocho at [bquichocho@meridianschool.edu](mailto:bquichocho@meridianschool.edu).

## The Parent Association Executive Committee 2018–2019

President: JulieAnn Kanter (second grade parent)  
Vice President: Valerie Hancock-Desmons (fourth grade parent)  
Treasurer: Beatrix Taylor (second and fifth grade parent)



Communications Coordinator: Margo Snow (kindergarten and second grade parent)  
Parent Association Events Coordinator: Emily Gable (third grade parent)  
Volunteer Coordinator: Jen Bandy-Phillips (third grade parent)  
Community-Building Team Leader: Emily Cherkin (second and fifth grade parent)  
Staff Appreciation Team Leader: Zelig Dancause (kindergarten and second grade parent)

# GENERAL INFORMATION

## **Above All Else: Meridian Cares**

At Meridian, we value all members of our community, their opinions, and their perspectives. As is true within any thriving community, the norms and expectations must be clearly communicated so that all members are clear about their responsibility to others. All members of the Meridian School community, including parents, students, and staff, have the responsibility to follow the Meridian Cares expectations: I care for myself, I care for others, I care for my place. These simple expectations allow all members of The Meridian School to feel welcome and engaged in all aspects of the school. We look forward to your participation in our community over the course of this year!

## **Abuse, Neglect, and Exploitation Reporting**

Under Washington state law, school staff are required to immediately report any incident that they suspect may indicate child abuse, including physical, emotional, or sexual abuse; neglect; or exploitation. Meridian School staff are trained to follow the guidelines set by both Washington state and Child Protective Services.

## **Appointments**

Parents should try to avoid scheduling appointments during the school day in order for children to be present for important academic time. Please notify the main office of doctor or dental appointments if they should occur during the school day. Parents must sign their child out or in with the main office when leaving or returning to school.

## **Attendance**

The school day starts at 8:30 a.m. Classroom doors open at 8:15 a.m. Prior to 8:15 a.m., children on campus should be supervised in the Extended Day program.

All students are expected to be prompt and regular in school attendance unless prevented from doing so by illness or other serious cause. ***Children arriving after 8:30 a.m. or leaving early must check in or out at the office with the adult that is accompanying them.*** Students arriving late or leaving early will be counted as absent for a portion of the day.

If your child will be absent or tardy, please call the school office at 206-632-7154 or email the school at [jreynolds@meridianschool.edu](mailto:jreynolds@meridianschool.edu) before 8:30 a.m. If the office does not receive a call from you, you may expect a call from them. We encourage families to schedule special trips and personal activities at a time other than school days.

### ***Late Arrivals***

Students arriving after 8:30 a.m. will be counted as tardy and ***must check in at the main office before going to their classroom.*** Parents of students with more than five late arrivals in a semester will receive an email from the Assistant Head of School in order to problem-solve any challenges with on-time arrivals. After 10 late arrivals, parents will receive an email from the Head of School. Late arrivals will be recorded on students' progress reports.

Research indicates that there are tangible benefits to on-time arrivals for individual students, as well as the whole classroom community. It is essential that students get to school on time so that everyone can be part of the Meridian community and participate in important instructional time.

## **Class Placement**

Class assignments for the following year are made by the teachers and administration before the end of the current school year, and parents are notified prior to the last day of school. In the spring, we ask parents to share information about their child through the Learning Environment Input Survey, which helps the placement team in our class placement process. We do not accept requests for specific teachers.

Class sizes are generally 16 to 18 students. However, class size may be increased to 19 students due to an

extenuating circumstance and Board of Trustees approval.

### **Clothing**

Children should wear clothing appropriate for the daily activities, including shoes they can safely run in. Parents should label all children's caps, coats, sweatshirts, mittens, etc. Labeling will save money and frustration over lost belongings. Children are asked to bring an inexpensive, labeled pair of gym shoes to be kept at school to preserve our gym floor, and one pair of soft-soled shoes (slip-on shoes, moccasins, or sneakers) to wear indoors. Slippers are not allowed; students must be able to wear their soft-soled shoes outside in case of an emergency.

### **Community Events**

The Meridian School is pleased to host many all-school events throughout the year. All members of the Meridian School community, including parents, students, and staff, have the responsibility to follow the Meridian Cares expectations at these events. It is the responsibility of the parent to monitor their child at these events; faculty and staff are not expected to watch students after school hours. Community members should also care for their place by respecting the rules at the event's location and thoroughly cleaning up afterward.

### **Curriculum Night**

Curriculum Night is held during the third week of school. This event is a time for classroom teachers to discuss curriculum: the course of study, academic expectations, homework, field trips, and special events. Parents gather in the gym for introductions and a welcome message from school administrators and then visit their child's classroom, at which time teachers present an overview of the upcoming year. As this evening is geared toward parents and guardians, please do not bring children.

### **Dismissal**

Parents should pick up kindergarten, first, and second grade children at 3:00 p.m. at the front steps of the main building. Parents can pick up third, fourth, and fifth grade children starting at 3:15 p.m. Third, fourth, and fifth grade students have the option to walk home without a parent in attendance. Parents must sign a dismissal release form, available in FAM, before students may walk home unaccompanied.

If anyone other than you or your child's other parent(s)/guardian(s) are to pick up your child after school, please designate these people in FAM under Pickups. These people do not necessarily need to be people whom you would release your child to in an emergency. If people not listed in FAM will be picking up your child, the school must be notified, and they must check in at the main office beforehand.

Parents and carpools who have children from both grade bands (K-2 and 3-5) should pick up as close to 3:15 p.m. as possible. Students wait by the front steps of the main building to be picked up. To expedite pickup, drivers should have car doors unlocked and should pull forward so that two cars may be loaded at a time. Staff will help children into cars. If the student is not ready to be picked up, the driver must proceed around the circle and re-enter the driveway.

Meridian families are expected to follow the Front Lawn Expectations at dismissal. Please refer to these guidelines on page 14.

As of July 23, 2017, any handheld use of an electronic device while driving, including texting, data use, and photography, is illegal under Washington state law. In compliance with this law, please refrain from cellphone use while going around the Good Shepherd Center driveway.

### **Drug and Alcohol Policy**

No Meridian staff member will let a child leave The Meridian School campus if their parent is visibly under the influence of alcohol or drugs. If a parent appears intoxicated, a Meridian staff member will assist the parent in

arranging alternative transportation for the child.

### **Emergency Contacts and Releases**

We ask that all families put their emergency contact and pickup information in FAM. You will find the following three designations in FAM.

**Emergency contacts** are people whom the school could contact in case of emergency if we could not get hold of you.

**Out-of-state emergency contacts** are people living out of state whom we could call with emergency information in case local telephone service is interrupted.

**Emergency releases** are people whom you designate to pick up your child in the event of an emergency or disaster if you are unable to pick up. These people should live within reasonable walking distance from the school in case roads are not traversable. We will not release your child to anyone who is not on your emergency pickup list, which is why it is very important to keep your emergency information up to date. Parents are automatically considered emergency pickups, so you do not need designate yourself as such in FAM.

**Note:** We differentiate emergency pickups and after-school pickups. After-school pickups are people you designate to pick up your child after school or from Extended Day. They do not necessarily need to be people you would release your child to in an emergency.

### **Emergency Family Reunification Protocol**

The Meridian School's top priority is the safety of our students. During an emergency or disaster, please keep in mind that every step of our emergency protocol is designed to keep your child safe.

In the event of an emergency or disaster, please follow this procedure.

1. Immediately following the emergency or disaster, communicate with your emergency releases, if possible. Establish who will pick up your child at Meridian. The fewer people who are trying to pick up your child, the more quickly we can reunite families.
2. When you arrive at Meridian, proceed to the Request Gate. Look for signs and point persons directing you to the check-in area. Please follow their instructions. Do not attempt to enter the campus through blocked entryways.
3. Wait in the Request Gate line. You will receive further instructions there. Please be patient; we will be working as quickly as possible to reunite you with your child. **Do not attempt to retrieve your child on your own.**
4. Please have your ID ready to present to Request Gate staff.
5. Fill out a student request form, which includes your final destination after you leave Meridian.
6. After you are reunited with your child, contact your emergency releases to let them know that you have retrieved your child.

Please disperse this information to your emergency releases. The more people who are informed about our emergency procedures, the quicker we can reunite you with your child.

It is strongly suggested that you provide a copy of your ID to the school ahead of time in case you don't have your ID on you during an emergency. We also suggest that your emergency releases provide us with copies of their IDs as well. We will store this information in your child's file; it will not be used for any other purpose.

## **Employee Hiring Protocol**

The Meridian School strives to hire experienced, diverse, and mission-aligned experts in their field. The hiring process begins with posting available positions on several platforms, including independent school association websites and websites geared toward recruiting diverse candidates. Then an interview committee is assembled and trained. The interview committee screens candidates both by phone and in person, and convenes several times to review screening rubrics. Final candidates for faculty and associate faculty positions are additionally asked to give a teaching demonstration. Finally, comprehensive background and reference checks are conducted, and a final offer is made to the most qualified candidate.

The Meridian School is an equal opportunity employer seeking a culturally diverse workplace and does not discriminate against age, sex, sexual orientation, gender expression, gender identity, race/color, ethnicity, national origin, creed, veteran or marital status, disability, or any other category protected by federal, state, or local law.

## **Family Access Code**

For security purposes, all Meridian School doors remain locked to the public at all times.

Each Meridian family is assigned a Meridian School access code that allows them to access the main building, North Annex, and South Annex. Families can access the main building and North Annex from 8:15 a.m. to 4:30 p.m. and the South Annex from 7:00 a.m. to 6:00 p.m.

Access codes are assigned to new families at the beginning of each school year. If you are a returning family, your code will not change. Your Meridian School access code is unique to your family. Please do not share it with other Meridian families or anyone outside the Meridian community.

You can view your Family Access Code in FAM by clicking [SchoolForms Online](#) across the top, Family on the sidebar, and Family Access Code under Important Information.

## **Family Access Module (FAM)**

Family Access Module (FAM) is the online data management system used at Meridian. Please be sure to keep all of your family's contact, emergency, and pickup information updated in [FAM](#). Tuition and invoices can be accessed in FAM under the [BillPay](#) tab. Beginning in July or August, back-to-school forms can be accessed in FAM under the [SchoolForms Online](#) tab.

## **Field Trips**

Students are taken on educational field trips throughout the school year. They are always accompanied by one or more teachers and chaperones. Each child must have an All-Program Permission, Risk, and Release Form submitted through FAM to allow their participation in any school-related, off-campus trips. Parents/guardians are also invited to chaperone field trips throughout the year. Before chaperoning field trips, parents are required to fill out the Meridian Volunteer and Chaperone Agreement and background check forms, available in FAM.

When traveling beyond our neighborhood, students will be transported in Meridian vehicles. Meridian's Extended Day program also uses these vehicles. All Meridian staff members and Extended Day staff have completed driver training and safety courses, qualifying them to drive the vans and minibuses in our vehicle fleet.

In cases where Meridian's vehicles do not cover field trip transportation needs, teachers may ask parent volunteers to drive students using their own vehicles. Meridian requires that parent drivers have a copy of their driver's license and insurance information on file.

Meridian requires students to use booster seats according to Washington state law. The law states that children are required to be transported in a booster seat until they are 4 feet 9 inches tall or weigh at least 80 pounds. Please

note that many children may be 8 to 12 years of age before they meet these height and weight requirements. The law also requires that children under 13 years old must be transported in rear seats.

### **Friday Morning Meeting**

Students and faculty will gather in the gym each Friday at 9 a.m. for class presentations, announcements, student recognition, school singalongs, and special performances. Individual students have the opportunity to perform at the Meridian Talent and Variety show (MTV), scheduled twice a year. Parents are welcome to attend any Friday Morning Meeting. You can view scheduled events in the weekly Spyglass newsletter.

### **Front Lawn Expectations**

Over the years, parents, staff, and Good Shepherd Center co-tenants have voiced concerns about children's safety, inadequate parental supervision, and damage to the front lawn, hedges, and flower beds during dismissal at the front stairs.

If you plan to wait for your child at the stairs in the front of the Good Shepherd Center, please be aware that this is a historic garden and that supervision is the responsibility of the adult picking up their student. The school administration is not responsible for such supervision. The following rules apply:

- Students must stay on the grassy areas.
- For safety reasons, the use of balls, Frisbees, or any other such objects is not allowed.
- Students are not permitted to put backpacks, binders, or other objects on the hedges.
- Students are not permitted to run through hedges and planted beds or to climb walls and trees.
- Students are not permitted to push, tackle, or shove.
- If students would like to play after school, we encourage families to use the playground at Meridian Park.

If a student is unable to follow these guidelines, an adult must have the student wait at their side until it is time to leave campus.

### **Grandparents and Special Friends Day**

Every year Meridian invites our extended family and community of friends to experience our school firsthand. We strongly encourage your family to invite a special person—outside of your immediate family—so that our students will have the opportunity to host guests not familiar with daily life at Meridian. This day typically consists of a reception for our visitors, special performances, and a glimpse of daily life at Meridian School.

### **Halloween Costume Guidelines**

For safety reasons and to ensure the comfort of all Meridian students, please do not send the following items to school with your children. We do not want to upset students by having to ask them to remove parts of their costume.

- Imitation or replica weapons of any kind.
- Face masks of any kind (for safety reasons to prevent students from tripping or falling).
- Face paint or makeup.

Please avoid costumes that rely on specific cultural signifiers such as ethnicity, race, or culture that is not your own, as well as costumes that may reinforce stereotypes.

### **Head Lice Policy**

It is the responsibility of the parent to do periodic head lice checks of their own child(ren) and to bring their child(ren) to school free of nits and head lice. If it is reported to the school that a child has lice, the classroom teacher will notify the other parents in the class so that they are aware a case of head lice has been reported. If a teacher notices head lice during the school day, the child's parents and other parents in the class will be notified.

## Homework

Homework is an important part of the educational process. Students are expected to keep their assignments up to date and return homework promptly. All students are asked to read or be read to for a developmentally appropriate amount of time each night as part of the homework process. Parents can assist by assuring their child has time and a place to complete homework assignments and by encouraging their child to ask for clarification and support at school from their teacher if they have questions about an assignment.

## Illness

If a child becomes ill or injured at school, first aid will be administered and parents will be called. In an emergency, the child will be transported to Seattle Children's Hospital or to an alternative designated hospital. All Meridian staff are trained in first aid and CPR, EpiPen administration, and handling potential bloodborne pathogens.

***If your child is not well enough to participate fully in the school program, including recess and P.E., they should not be sent to school.*** If your child needs to be excluded from recess or P.E. for any reason, they will still be expected to attend both activities as an observer. Having a child sit out of recess or P.E. in the office is not an option. It is assumed that students who are not well enough to attend school are also not well enough to attend Extended Day. Per King County Public Health guidelines, please keep your child home if they have experienced any of the following:

- Fever of 100.5 degrees Fahrenheit or higher.
- Sore throat, runny nose, or earache.
- Vomiting or diarrhea on two or more occasions within a 24-hour period.
- Rash accompanied by fever or itching.
- Eye discharge or conjunctivitis. Children can return after a medical diagnosis to rule out bacterial infection or after taking a prescribed antibiotic for 24 hours.
- Fatigue preventing the child from being a part of regular school activities.

Keeping your child at home if they have any of the above symptoms will help your child recover faster, maximize their learning potential in the classroom, and prevent the spread of contagious diseases to other students and staff. If your child contracts a highly communicable disease, such as chicken pox, whooping cough, or scarlet fever, keep them home until they have been cleared by a physician to return to school. Additionally, please let your child's teacher and the main office know about such serious diagnoses as soon as possible.

## Immunizations

In accordance with Washington State Department of Health requirements, a [Certificate of Immunization Status](#) must be on file at The Meridian School on or before the first day of school. If your child is exempt from immunizations, a certificate of exemption form must be signed by both parent and doctor. Children are not permitted to attend The Meridian School until immunization records are current and on file.

## Inclement Weather Days

The Meridian School will make its own determination of closure based on information from a variety of local sources. Meridian uses Blackboard Connect to call, text, and email parents to notify them of any closure or late start. If inclement weather requiring school closure should occur, you can also access your local television or radio stations (KING, KIRO, KOMO) for information or call Meridian's voicemail (206-632-7154) for a current announcement. You may also check our website for information. Any information regarding extended closure during a school day, including Extended Day, will be relayed through Blackboard Connect.

On days when inclement weather occurs during school hours, call the Extended Day program for updated information regarding after-school care status. Full-time Extended Day families will receive a per diem credit for days closed because of weather.

This policy is being implemented for the safety of all concerned. We regret any inconvenience that inclement weather closures may cause our parents, but we wish to continue to offer the best possible service to you while being aware of the safety issues involved with treacherous travel.

### **Lost and Found**

Lost and found is outside the main office and across from the gymnasium. Please check regularly, as unclaimed items will be sent to charity at the end of each term.

### **Lunch**

Students must bring lunch from home; Meridian does not contract with a lunch provider. If a student forgets their lunch, parents will be called. Parents can then bring their child's lunch to school, or the school will provide a healthy alternative option.

### **Medication Procedures**

The [Authorization to Administer Prescription Medication](#) form is required at the start of each new school year for any child requiring prescription medication to be kept at school. This form must be signed by a parent or guardian and the child's physician. For over-the-counter medications, a parent or guardian must submit an [Authorization to Administer Over-the-Counter Medication](#) form, which requires only a parent signature. Both forms are available under [Resources](#) on our website. These procedures are required by law (RCW 28A.210.260 and 270). Any medications to be given to a child during the school day should be brought to the main office in the original container with the label intact.

**For overnights, parents of children requiring medication must provide an Authorization to Administer Prescription Medication form signed by a parent or guardian and the child's physician, to accompany the prescription medication. Please note that this is a change for the 2018–2019 school year.** An [Authorization to Administer Over-the-Counter Medication](#) form is required for non-prescription medication. Any medications to be given to a child on overnights should be given to your child's teacher in the original container with the label intact.

Parents or guardians must provide two EpiPens for any child who is allergic to anything that causes an anaphylactic reaction. Parents or guardians must provide two inhalers if their child has asthma or any other respiratory concern.

### **Money and Valuables**

The school cannot assume responsibility for money or other valuables. In an effort to promote positive social interactions and equitable and inclusive play, children are not permitted to bring toys, games, or sports equipment to school or Extended Day.

### **Nuts and Allergies**

Students will not be allowed to share any special treats (for birthdays or other celebrations) that contain any form of nuts (many food sources contain the actual nuts or may be prepared with peanut oil). No packages of loose nuts may be brought to school. Students are permitted to have items containing nuts (peanut butter sandwiches, granola bars, cookies, etc.) in their own personal lunches or snacks, but under no circumstances may they share food with other students. This policy will be enforced even if other classmates do not have any nut allergies.

### **Party Invitations**

Should you wish to invite any of your child's classmates to birthday parties, slumber parties, or other such private affairs, please deliver party invitations outside of school unless all class members will be invited. This practice avoids hurt feelings and misunderstandings.

### **Philanthropy**

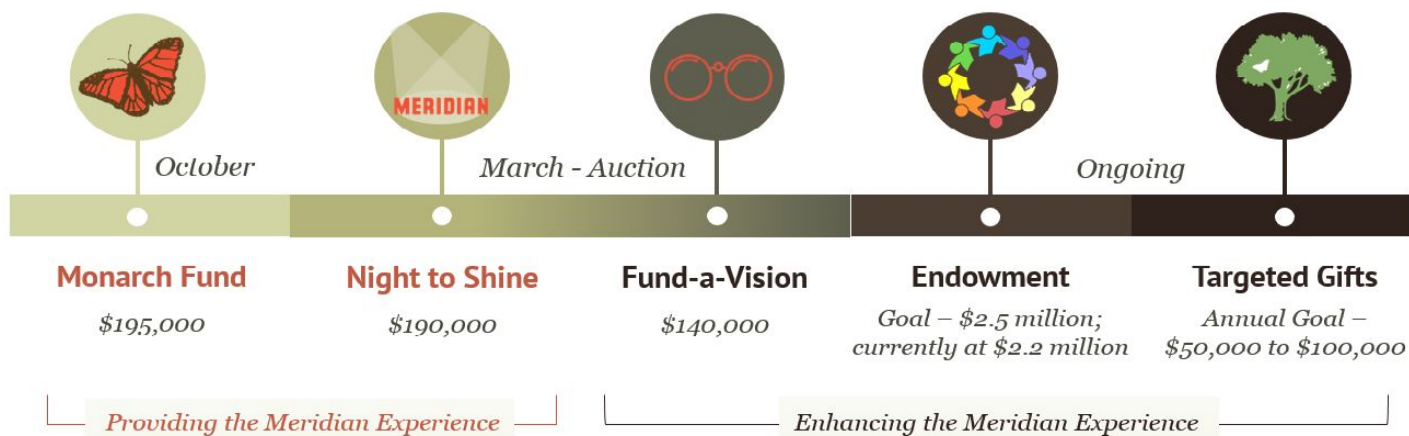
The Meridian School is fortunate to have a dedicated community of parents, faculty and staff, trustees, grandparents,



alumni, and friends who support the school philanthropically. This past year, 95 percent of our families and 100 percent of our faculty and staff contributed to our important unrestricted fundraising efforts: the Monarch Fund (former Annual Fund) in October and our gala auction in March. Your personally meaningful gifts allow our faculty and students to explore new ideas and interests beyond what would be possible with tuition dollars alone.

Meridian is proud to have established the Marilyn Easton Endowment, which provides access and opportunity to families of color in significant need of tuition assistance. With a solid principal balance exceeding \$2 million, the endowment has allowed Meridian to provide \$78,000 in additional tuition assistance for the 2018–2019 school year, far beyond past financial aid awards. Beginning with the class of 2017, each graduating fifth grade class now leads a special fundraising endeavor to further the growth of the endowment by leaving a class legacy gift. The Meridian community is invited to join this worthy effort to ensure Meridian's economic and racial diversity and inclusivity.

## Meridian Philanthropy: Creating Educational Excellence



### Progress Reports and Parent-Teacher Conferences

Progress reports are issued twice a year. The first semester progress report details goals established at the first parent-teacher conference in November and the child's performance in relation to those goals. In March, another parent-teacher conference is scheduled to review progress. The end-of-year progress report is issued about a week after the last day of school and speaks directly to the child's yearlong educational journey, suggestions for continued success, and areas where growth or continued practice may be needed.

Progress reports and parent-teacher conference notes and goals are published in FAM. All parents are expected to log in and view these reports.

### Publication Policy

The Meridian School assumes the right to include any student's name or photo in both print and web publications unless otherwise specified in the Permission to Use Student Photographs form. Our policy is to publish only the first name and last initial for any student mentioned in publications (Spyglass, grade-level news, admission and marketing materials, website, etc.).

### School Insurance

The school carries general liability and an umbrella school insurance policy. No individual insurance is offered.

## Snacks

Many classes offer snack time during the school day. This is determined by the individual classroom teachers, who will inform you of their policies. When preparing snacks for the classroom, please keep our nut policy in mind (page 16).

## Supervision and Transitions

While on The Meridian School campus, students will be supervised by a Meridian staff member at all times. In addition, a Meridian staff member will always accompany students between buildings and to the playground. If individual students need to go between buildings or leave the playground, a Meridian staff member will always accompany them. If your child will be late, please check them in at the main office. If the student's class is not in their homeroom, a Meridian staff member will locate the student's class and escort the student to their class's location. Please do not take the student directly to their classroom. Meridian students are never allowed to use Meridian Park public bathrooms under the care of The Meridian School; they must use Meridian School bathrooms.

## Tuition and Contracts

The tuition for the following year is set by the Board of Trustees at its January meeting. Enrollment contracts with tuition payment options for the following school year are sent to returning families in February and should be electronically signed and submitted, with a deposit, by the deadline. After this time, any remaining spaces will be offered to new families.

If it becomes necessary for the school to commence collection procedures against the parent or guardian to enforce financial obligations arising from a student's enrollment, the parents or guardians will be liable to the school for all fees, costs, and expenses of any kind incurred with or without suit, including but not limited to attorneys' fees, all costs of court and public officials, and reasonable compensation for efforts conducted by the school's employees or agents.

Elementary and Extended Day tuition for the prior year must be paid in full before enrollment can be accepted for the Summer Quest program. Student records will be sent to other schools only if payment for the elementary program, Extended Day, and Summer Quest program is current.

If a student withdraws from The Meridian School for any reason, liability shall be in accordance with the schedule found on the enrollment contract, which states the liability as a percentage of the tuition balance. Charges will be assessed or refunds disbursed on this schedule once **WRITTEN NOTIFICATION** of withdrawal has been received by the business office. Voicemail is not an acceptable form of notice, but email is. ***Returned checks will be assessed an additional charge.***

For students who withdraw while receiving tuition assistance, the liability will be calculated on the Tuition Assistance Agreement.

*Please note: In every case in which a child is withdrawn from school, the Board of Trustees has adopted a policy of collecting any charges that may be owed at the time of withdrawal, including the tuition in accordance with this schedule. The purpose of this provision is to compensate the school for unanticipated vacancies, which we generally cannot fill when withdrawal occurs after the enrollment period.*

## Tuition Assistance

To support the mission of The Meridian School and to make our quality education available to all, a designated amount of tuition assistance is available. Information is available on our website at <http://www.meridianschool.edu/admissions/tuition-assistance>, and forms must be submitted to School and Student Services (SSS) before the tuition assistance deadline in February. Tuition assistance must be reapplied for every year, and a determination of need will be made based on information supplied to the Tuition Assistance Committee by

SSS, financial records, and a personal request from the applicant family. Returning families will be given priority.

### **Visits and Conferences**

Parents are welcome to visit the school. Spending any length of time in the classroom may cause some disruption, so we require that parents make prior arrangements to do so with the classroom teacher and/or administration. Parent-teacher conferences are scheduled in November and March each year. Sign-up times are managed through MyConferenceTime at <http://www.myconferencetime.com/meridian>. If you need to arrange a meeting with a teacher or administrator outside of the scheduled conference times, an appointment is required.

### **Volunteers and Chaperones**

Parents are encouraged to participate in the school program. All parents who intend to have contact with children must fill out a Washington State Patrol background check and a Classroom Volunteer and Field Trip Chaperone Agreement prior to volunteering or chaperoning. Both forms are available in FAM, and new forms are required each school year. ***All parent volunteers and visitors must sign in in the main office before going to their child's classroom.*** You will receive a visitor's badge once you've checked in.

All volunteers must:

- Be a parent or guardian or other designated adult, 21 years or older.
- Complete a Washington State Patrol background check.
- Sign in at the main office before reporting to the classroom.
- Respect confidentiality of students and staff at all times. Information about students should not be shared with anyone other than school personnel for any reason. If issues or concerns should arise while you are volunteering in the classroom or chaperoning a field trip, they are to be reported immediately to the classroom teacher and discussed only with the teacher and/or school administrators.
- Volunteer only during predetermined times as arranged with the classroom teacher.
- Be comfortable taking off your "parent hat" when volunteering in the classroom in order to ensure that all students receive appropriate attention.
- Understand that use of tobacco and consumption of alcohol or any illegal substance is prohibited at all times.

All field trip chaperones must:

- Actively monitor and supervise all students in their assigned group.
- Accompany students to restrooms in public places.
- Adhere to the scheduled itinerary at all times; this includes arriving on time in the morning in order to ensure a timely departure and ensuring that all students are returned to school by the designated return time.
- Comply with directives of school administrators and staff.
- Refrain from purchasing items during the trip for other children; all snacks and lunches should be brought from home unless otherwise arranged by the school.
- Arrange alternate child care for siblings or non-school-age children, as it can prove distracting to supervise young children in addition to a group of students.
- Have a cellphone available for emergency use.

# COMMUNICATION PROCEDURES

All relevant and timely information from the school will come through these methods of communication.

## **The Meridian School Website**

You will find a wealth of information on our website, <http://www.meridianschool.edu>, including the school calendar, school news, class pages, admission procedures and tour schedules, fundraising updates, alumni news, and Extended Day information. You can also find directions to the school and read biographies of faculty and staff. We will post any emergency closure information on the website.

## **Spyglass Newsletter**

We communicate with Meridian families through weekly Spyglass newsletters. These newsletters are sent via all-school email on Mondays, and the Spyglass is archived on the Resources page of our website. The Spyglass includes important dates and reminders in addition to alternating grade-level and specialist newsletters.

## **Grade-Level News**

Every Friday your child's teacher will send an email with important information about class and grade-level events, reminders, and news.

**The Equity and Inclusion Newsletter** is sent out by the end of the academic year and includes information about the Equity and Inclusion program and events.

## **Class Email Lists**

The Meridian School class email lists are only to be used by parents for the purposes of organizing inclusive, community-building activities, such as a class or grade-level BBQ, a parent book group, or a child's birthday party to which all families in the class are invited. These email lists are not to be used for commercial purposes, like advertising your family's garage sale or your child's piano teacher, etc. The Meridian School will maintain these lists and update them to reflect any changes or additions throughout the year. If these lists are not used appropriately, The Meridian School administration reserves the right to revoke parent access.

## **In Case of Emergency**

Meridian uses Blackboard Connect to call, text, and email to notify parents of school closures or emergencies. You may also listen to your local television or radio stations (KING, KIRO, KOMO) for school information or call Meridian's voicemail (206-632-7154) for a current announcement. We post all emergency information on the homepage of Meridian's website.

## **Communication From Families to the School**

Communication is key to the success of The Meridian School. We encourage and facilitate open communication among and between our students, teachers, staff, and parents. By means of email, voicemail, written, or in-person communication, parents are encouraged to ask questions, address concerns, bring forward ideas, or extend compliments to teachers and administrative staff.

All Meridian staff and teachers are accessible by both email and voicemail, and you should receive a response to any question, comment, or inquiry within 24 hours. Your child's classroom teacher is the primary resource for parent communication. Additional resources, as appropriate, are the Head of School and the Board of Trustees.

## **Classroom Teacher**

Most issues, concerns, or questions about your child, the curriculum, academic progress, social interaction, skills assessment, homework, and other related topics are best and most appropriately answered by your child's classroom teacher. Meridian teachers are well informed about school policies and procedures. They are trained and skilled in

knowing when and how to refer parents to other resources within the school community (e.g., specialists, administrative staff, Assistant Head, or Head of School) for specific issues or questions.

### **Head of School**

The Head of School is available, accessible, and eager to answer questions, address issues, or receive ideas related to the school as a whole. The Head of School can be involved if parents wish to further pursue a classroom issue. Email, voicemail, written communication, or scheduled appointments are all welcome ways for parents to communicate with the Head of School.

### **Board of Trustees**

In the rare instance when parents think their concerns have not been appropriately addressed by the Head of School, parents can express their concerns in writing to The Meridian School Board of Trustees.

# BEHAVIOR AND EXPECTATIONS

At The Meridian School, we believe strongly in the ability of children to make positive choices about their actions toward themselves, others, and their place. We utilize the practices of the Responsive Classroom approach to creating a positive learning environment for all students. This approach emphasizes social and emotional growth in balance with academic growth.

## RESPONSIBILITIES AND EXPECTATIONS (Meridian Cares)

Students at The Meridian School are expected to treat everyone with respect, take responsibility for their actions, and try hard in all circumstances by meeting the following expectations:

### Responsibilities

- I care for myself.
- I care for others.
- I care for my place.

### Expectations

To be treated with respect:

- I will be safe at The Meridian School.
- I will be treated with respect at The Meridian School.

To count on others to take responsibility for themselves and their actions:

- I can depend on others to do their part in our community to make our building a clean and enjoyable place to learn.
- I can expect my property to be safe at The Meridian School.

To depend on others to try hard to make The Meridian School a positive place for learning and exploring:

- I have the responsibility to learn in school. This means that my learning environment should be positive and focused.
- I can depend on my teachers for help with my learning. This means that they will provide as much support as possible so that I can master the material being taught.

### Response to Behavior

There are times when a student struggles to make positive choices about their actions and behaviors. When students demonstrate behavior that does not show responsibility for themselves, others, or their place, a learning opportunity arises, and the behavior will be addressed by teachers and/or administrators.

For the purpose of the document and the following explanations, school boundaries are defined as The Meridian School campus plus off-campus excursions, as well as the electronic community and social networks of The Meridian School. On occasion, the school may choose to extend its boundaries in a circumstance where a student, the school, or the community has been negatively affected by a student's behavior.

If a student demonstrates difficulty in making positive choices and showing responsibility for their self, their place, or others, the following process will be followed.

- If a student reports an issue to a teacher or staff member, the teacher or staff member will address the situation as soon as possible.
- That teacher or staff member, in conference with other faculty, administrators, or the Head of School, as appropriate, will determine the potential course of action as outlined below. In order to understand the

situation, a conversation with the student(s) will happen. At the conclusion of this discovery process, the involved students will be informed of the next steps in the disciplinary process.

### **Interview Process**

- Once the students involved in an incident are identified, the Assistant Head should be notified. Either a faculty member or the Assistant Head will be designated to facilitate all subsequent conversations. These conversations will be held individually with each involved person.
- During the conversation, the staff facilitator will help the student understand why the conversation is taking place and ask the student to tell their version of the story. Faculty will not make comments about other students' stories or insert personal opinion, but will continue to ask clarifying questions in order to understand the situation as much as possible.
- At the conclusion of the conversation, the faculty member will let the student know what the next steps will be, or clarify what still needs to be done before the next steps are taken.
- Faculty will consult with the Assistant Head to identify next steps using the behavior flow chart.
- If the behavior is a minor ("yellow card") or major ("red card") event, parents will be called directly within 24 hours. A slight infraction may or may not be communicated with an email.  
**Please note:** "Yellow cards" and "red cards" are not physical cards. Rather, this language refers to the form that is used to guide the process of reviewing a behavioral infraction.
- Follow-up with all students and faculty members will occur as needed.
- These conversations may not always have a clear or decisive conclusion based on the interviews, witnesses, and those involved. Please remember that disciplinary action only occurs when there is a clear sense of the events and who is responsible.

### **DEFINITIONS AND ACTIONS**

**Minor Behavioral Infraction:** Disruptive actions which are impacting the learning or play of the child or others (e.g., late for class, calling out repeatedly, failure to take care of personal belongings or materials, disruption of class and/or learning). Minor behavioral issues will be handled between the teacher and student, and the student will be reminded of the Meridian Cares expectations and verbally reminded to make positive choices for their actions. These minor issues will be documented and shared as needed and as determined by the involved teacher.

**Moderate Behavioral Infraction:** Student actions that significantly impact learning or play (whether their own or others), repeated offense of minor behavioral issues, or disrespect toward a peer or faculty member, including inappropriate language or verbal abuse.

When a moderate behavioral infraction has occurred:

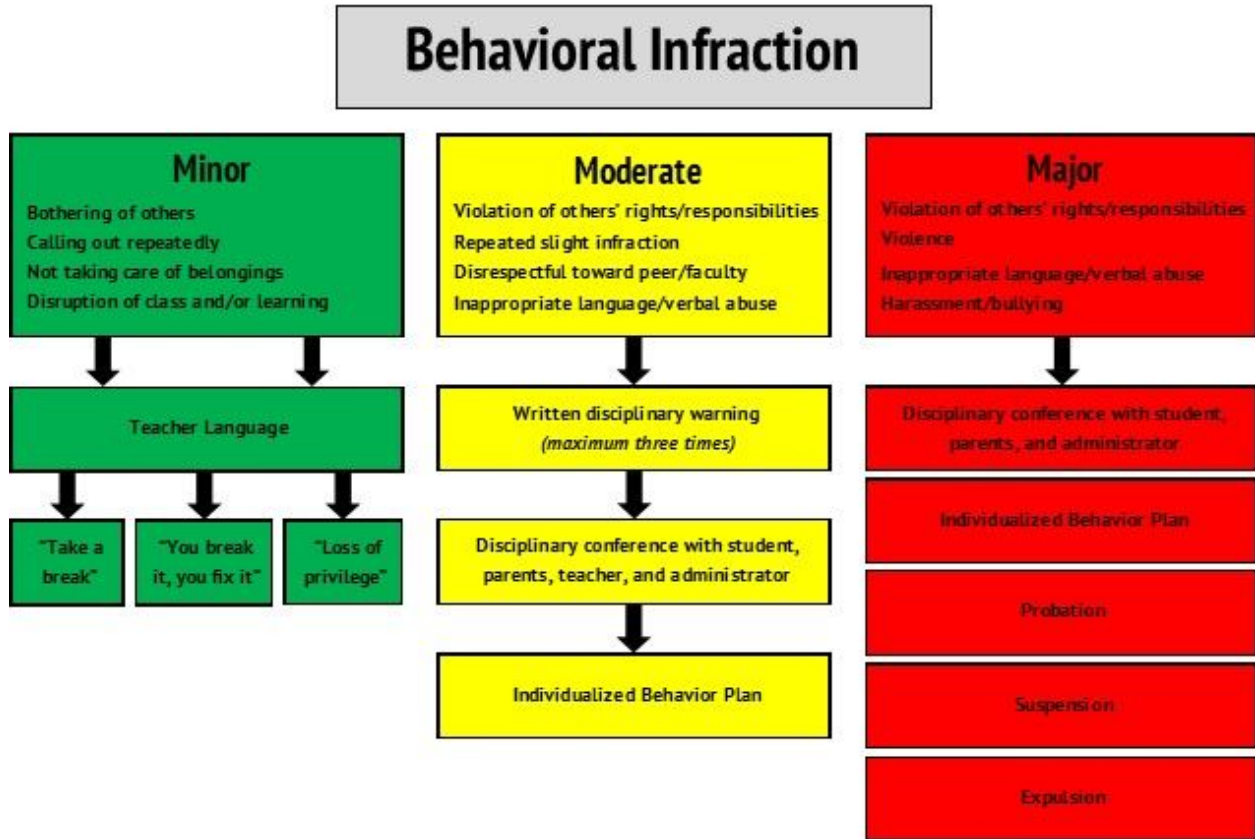
- All issues at this level will be documented in detail.
- Students will receive a "yellow card," or disciplinary warning, about which the students' parents and teachers and the Head of School will be immediately informed.
- Accumulation of three disciplinary warnings within a three-month period will result in a mandatory discipline conference with the student, their parents, and their teacher, at which time an Individualized Behavioral Plan will be designed and implemented. The plan will provide direction to support the student in changing their behavior and may also involve community service, apology, behavior conferencing, and loss or restriction of privileges.
- Students who adhere to the plan will not be subject to further disciplinary action. Failure to comply with an Individualized Behavioral Plan will be considered a major behavioral infraction.

**Major Behavioral Infraction:** Serious actions which violate another's rights or a student's own personal responsibilities, including:

- Violence (aggressive negative physical interactions) or threat of violence to any member of the community (this includes bringing a weapon to school).
- Inappropriate language, sexual innuendo, or verbal abuse.
- Failure to comply with Individualized Behavior Plan, resulting in either a minor or major behavioral infraction.
- Harassment or bullying of any kind.

When a major behavioral infraction has occurred:

- All incidents at this level will be documented in detail.
- All major behavioral infractions immediately result in a meeting involving the student’s parents and an administrator. The Head of School will take disciplinary action, which may include an extended behavioral plan, probation, suspension, or possibly expulsion.



## CLOSURE AND RESTORATION

As part of our commitment to the Responsive Classroom philosophy, The Meridian School uses a restorative justice process to put all involved students back on the right track after a behavioral issue. Restorative conferencing brings together Meridian School community members (including the students, teachers, administrators, and parents who have been affected) to resolve the situation. The Meridian School faculty will continue to monitor all students involved in an issue to ensure all students' safety.



# THE MERIDIAN SCHOOL ANTI-BULLYING POLICY

## PART I: UNDERSTANDING BULLYING

### Introduction

The purpose of the following policy is to inform our school community, prevent bullying, and offer procedures to address incidents in a fair and just manner. We believe that children need to be educated about bullying and learn tools to stand up for themselves and others. Teaching about bullying is part of our character education and Equity and Inclusion program, which provide a foundation for good citizenship and promote positive, respectful interactions among all members of our school community.

### What Is Bullying?

The Meridian School is committed to a safe and respectful educational environment free from harassment, intimidation, or bullying for all students, employees, volunteers, and other community members. Harassment, intimidation, or bullying means any intentional written, verbal, or physical act including (but not limited to) those motivated by any characteristic in RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Definitions of bullying, in particular, point to a combination of behaviors, rather than a single act. That is, while it may be developmentally appropriate for children to have low impulse control and occasionally act out in a physical or verbally hurtful way, most psychologists consider a combination of behaviors before using the evocative term "bully." This implies that all members of our community, including parents, must not be too quick to jump to conclusions. Thus, we all need to be careful how we use the word "bullying." For the Meridian community, bullying encompasses some or all of the following behaviors: a desire to hurt, hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment on the part of the aggressor, and a sense of being oppressed on the part of the victim.

Furthermore, many psychologists regard bullying as a disrespectful relationship problem. People who bully are learning to use power and aggression to control and distress others. People who are victimized become increasingly powerless and find themselves trapped in relationships in which they are being abused.

Bullying can also be a behavioral concern in adults. For that reason, it is very important to understand that teachers, administrators, support staff, and parents all have an obligation to not bully others, to not stand by while others are bullied, and to always report and deal with bullying.

### Forms of Bullying

Physical bullying includes behaviors such as hitting, kicking, shoving, spitting, beating up, stealing, or damaging property.

Verbal bullying includes behaviors such as name-calling, mocking, teasing, humiliating, and threatening someone; racist comments; or sexual harassment.

Social and psychological bullying includes behaviors such as making rude gestures, excluding others from the group,

gossiping or spreading rumors, setting others up to look foolish, and damaging friendships. It may also include ostracizing or ignoring peers, name-calling, and teasing hurtfully.

Electronic or cyberbullying includes the use of email, cellphones, text messages, and websites to threaten, harass, embarrass, socially exclude, or damage reputations and friendships.

Racial bullying includes behaviors such as treating people badly because of their racial or ethnic background, making negative comments about a person's cultural background, calling someone racist names, or telling racist jokes.

Religious bullying includes treating people badly because of their religious background or beliefs, saying bad things about a religious background or belief, or calling people names or telling jokes based on their religious beliefs.

Sexual bullying includes behaviors such as excluding or treating someone badly because they are a boy or a girl; making someone feel uncomfortable because of their gender; making sexist comments or jokes; touching, pinching, or grabbing someone in a sexual way; spreading a sexual rumor about someone; or calling someone names based on sexual orientation.

Disability bullying includes behaviors such as excluding someone or treating someone badly because of a disability, making someone feel uncomfortable because of a disability, or making comments or jokes to hurt someone with a disability.

## **PART II: MERIDIAN SCHOOL ANTI-BULLYING PROTOCOL**

The Meridian School is committed to maintaining a respectful school environment that is both safe and healthy. To that end, bullying in any form will not be tolerated.

All members of the Meridian community have the right to feel safe from bullying at school. Such safety is achieved by mutual respect, self-discipline, and responsibility. Acquiescence of the victim and/or others involved is no justification for bullying (i.e., the implied or expressed consent of a person or persons to bullying shall not be a defense against discipline under this policy). This policy applies to students on school grounds, off campus at a school-sponsored activity, and while traveling to and from school. It also applies to on- or off-campus electronic or cyberbullying when such incidents negatively affect Meridian students as a result of their mutual relationship with The Meridian School. All staff, students, and parents receive this technology policy at the beginning of the school year as part of the parent and employee handbooks.

### **Protocol**

- Any student who believes they are the victim of bullying or observes incidents that might constitute bullying is strongly encouraged to inform or report the situation to a teacher or other staff member.
- If a child reports an incident to their parent(s), the parent(s) need to communicate the situation directly to a teacher, a Meridian staff member, the Assistant Head, or the Head of School promptly.
- The teacher or staff member whom the parent has approached should notify the Assistant Head or Head of School. Either the Assistant Head or Head will promptly investigate the incident. Reports will be treated confidentially and only communicated to others within the school community on a need-to-know basis. However, in most circumstances, the offending party will have to be informed in order to gather pertinent information about the incident.
- Parents or legal guardians of both the alleged bully and victim will be notified of the incident immediately and kept informed about steps toward resolution of the conflict and possible consequences. In most instances, a meeting will be arranged with the student(s), parent(s), and the Assistant Head and/or Head of School to discuss the situation further.
- Students who bully are in violation of Meridian's anti-bullying policy and are subject to disciplinary action up

to and including expulsion.

- The Assistant Head and/or Head may encourage parents of both the bully and the victim to consider private counseling to help address the pattern of unacceptable behavior of the bully and potentially long-term detrimental effects to the victim.

## **PART III: EDUCATING STUDENTS, STAFF, AND FAMILIES ABOUT BULLYING**

Teachers are required to discuss the anti-bullying policy with their students in age-appropriate ways and should assure them that they should not tolerate any form of bullying. Meridian also educates its students, staff, and parents about bullying and strives to build healthy relationships and community in and across classrooms. Such education includes the following:

### **Proactive Education for Students**

- Conversations that focus on safe and respectful behavior during Responsive Classroom Morning Meetings.
- Classroom team-building activities.
- Conversations that increase awareness and understanding of bullying, standing up for oneself and others, and the meaning and importance of being an ally.
- Grade-level outdoor education and community-building experiences such as Camp Orkila, Camp Sealh, and NatureBridge.
- A buddy program to promote community-building across grade levels.
- Classroom design and implementation of lessons and units that integrate social skills and empathy-building with academic skills.
- An intentional curriculum that focuses on diversity to increase awareness and understanding of prejudice, tolerance, and social justice, and on acting responsibly to take action when confronted with social injustice.
- Friday Morning Meetings that feature information about schoolwide behavioral expectations and ways to deal with bullying.

### **Staff Training and Support**

- Responsive Classroom training and other programs that promote a safe and respectful school environment.

### **Parent Education**

- Establishment and growth of a parent resource library.
- Parent speakers on topics pertaining to bullying.
- Readily available information about Meridian's anti-bullying policy, including definitions of terms and support systems within the school.
- Opportunities for parent forums and discussions on fostering a safe and respectful school environment.

### **Source**

The Meridian School uses the definitions of bullying from the McGrath Bullying and Harassment curriculum and the Olweus Bullying Prevention Program.

# ACCEPTABLE TECHNOLOGY USE POLICY

Members of the Meridian community are expected to act in ways that show consideration and respect for other people and, by that behavior, enhance an open atmosphere of trust and honesty that is consistent with our Meridian core values.

The following are the guidelines for the use of technology at The Meridian School, including in the classroom, in offices, and within the school's network. These guidelines apply to the devices being used, the work being created, and the use of the internet for school-related activities. Please note that these guidelines also include all personal networking devices (including cellphones) that may be owned by students or someone other than The Meridian School but are using The Meridian School's computer network.

## **Our Technology Guidelines:**

- Use of Meridian technology resources will be academic in nature and related to assignments and projects.
- Students will use their school-issued account to access the network and their folder. Access to others' accounts and folders will be by permission only.
- Students will use technology to communicate with others about schoolwork. Communication will be done respectfully and meaningfully, following the Meridian Cares principles.
- Students will always give proper citation for work found on the internet, and never present other people's work as their own.
- Students will only alter settings on their devices with permission and reason.

## **Computer Games and Social Media at The Meridian School**

Students will not play games or participate in social media on school computers and devices during school or after school, unless they have specific, direct supervision of a Meridian staff member as part of a class or sanctioned program activity.

## **Administrative Information Pertaining to Enforcement of These Provisions**

The Meridian IT systems manager and the Head of School, along with the administrative staff, reserve the right as required by law and/or by school policy to obtain, search, and investigate alleged allegations of the Meridian IT systems. Any violation of this policy may result in discipline in accordance with Meridian's behavior and expectations policy.

Student violations of the Acceptable Technology Use agreement will be handled in accordance with Meridian's behavior and expectations policy. Consequences of failing to follow these guidelines may result in, but are not limited to, restriction or removal of technology privileges and replacement of damaged equipment.

All Meridian parents and students will review this policy prior to the beginning of the school year and will sign an agreement in FAM indicating their understanding of this policy.

## EXTENDED DAY

The Meridian School offers a well-supervised Extended Day program, designed to engage interests of all kinds so that every child finds something enjoyable! The Extended Day program supports Meridian's school curriculum and social climate through theme-based special guests and field trips; small-group Responsive Classroom activities; and schoolwide behavior expectations. Meridian is committed to maintaining a program that is safe, physically and emotionally, where children can grow, make friends, and have fun.

The program operates from 7:00 a.m. to 8:30 a.m. and 3:00 p.m. to 6:00 p.m. during the academic year. The program employs enthusiastic, well-trained staff and offers a variety of active and quiet options in a more social and less structured environment than school. A snack is provided in the morning and afternoon. In addition, enrichment classes are offered throughout the school year at an additional cost. Extended Day is also available at an additional cost during in-service days, parent-teacher conference days, and winter and spring vacations.

Meridian's Extended Day staff bring energy, commitment, and creativity to the Extended Day program. All staff are trained in first aid and CPR and receive professional development training in bloodborne-pathogen awareness, child-abuse detection, positive behavior management, curriculum planning, and anti-bias multicultural training.

The Extended Day program is an extension of The Meridian School day and follows The Meridian School's policies and procedures as they relate to student illness and injuries, medications, tuition and contracts, disasters and emergencies, inclement weather, field trips and transportation, student behavior and expectations, etc. Refer to the "General Information" section to review these policies and procedures.

### **Extended Day Enrollment Options**

#### ***Full-Time Care***

Students enrolled as full-time Extended Day participants are eligible for care every morning and afternoon, all vacations, and during in-service days and parent-teacher conference days.

#### ***Intermittent Care***

An intermittent rate is available for any child not enrolled full time in the Extended Day program. Students arriving any time before 8:15 a.m. or picked up any time after 3:30 p.m. will be charged a per diem rate as outlined in the Extended Day contract. Intermittent participants who attend any of the enrichment classes will be charged an intermittent Extended Day fee plus the class fee.

All students must be enrolled in Extended Day, either in full-time or intermittent care. Even if a family chooses not to send their child(ren) to Extended Day, enrollment in intermittent care is still required in case a family is delayed in picking up their child(ren). Any student who has not been picked up by 3:30 p.m. will be sent to Extended Day.

#### **Cost**

The annual cost for full-time Extended Day enrollment is \$3,700, and the daily cost for intermittent enrollment is \$25. A fee of \$80 per day applies if intermittent families register to attend Extended Day on parent-teacher conference days and in-service days. Families enrolled in full-time Extended Day are not charged extra for these days. Extended Day programming during winter and spring breaks is \$70 per day for full-time families and \$80 per day for intermittent families. Full-time families are billed on a 10-month schedule (\$370 per month, August through May). Intermittent families are billed after each calendar month.

### **School Vacations, In-Service Days, and Parent-Teacher Conference Days**

All families, including full-time families, must register in advance for Extended Day during in-service days, parent-teacher conference days, and winter and spring breaks in order to participate. Extended Day is open to all Meridian families, regardless of Extended Day enrollment status, on all in-service and parent-teacher conference days. Intermittent users may enroll in winter and spring breaks if space is available. There is an extra charge FOR ALL FAMILIES during winter and spring breaks, which must be paid in advance with no refund available. Intermittent users will also incur fees for care during in-service and parent-teacher conference days.

Extended Day is closed on all national holidays. Refer to the school calendar for a complete list of Extended Day closures.

### **Change of Enrollment Status**

There is no charge for changing from full-time Extended Day to the intermittent plan, but a \$50 processing fee will be charged for changing from the intermittent plan to full-time Extended Day. Changes from full-time to intermittent will not be accepted after May 1 of each school year. Changes in Extended Day enrollment status must be communicated to the Extended Day and Summer Quest manager before billing status is changed.

### **Extended Day Hours and Late Pickup Policy**

Extended Day hours are 7:00–8:30 a.m. and 3:00–6:00 p.m. Meridian’s liability coverage for extended care corresponds with these hours. Children must be picked up by 6:00 p.m. Parents who pick up their child(ren) after 6:00 p.m. will be assessed a late fee of \$1 per minute per child. This allows us to compensate staff who are inconvenienced by having to stay late and to pay overhead and liability costs. Late pickup inconveniences everyone; therefore, parents will receive a warning on the second late pickup. A third occurrence will result in notification of the Head of School and potential suspension of Extended Day privileges until a plan can be created to ensure timely pickup.

### **Enrichment Classes**

Meridian’s Extended Day program also offers enrichment classes to students during after-school hours. These classes are intended to provide students the opportunity to explore a subject or activity more in depth while still having fun.

Enrichment classes typically take place one day per week, last one hour, and run for six to eight weeks. Classes are generally taught by instructors outside the Extended Day program, and enrichment instructors set their own tuition. All Meridian students, regardless of Extended Day enrollment status, are encouraged to participate in enrichment classes. All intermittent Extended Day users who attend any of the enrichment classes will be charged an intermittent Extended Day fee plus the class fee.

A brochure with seasonal enrichment classes, dates, and times is available on the [Extended Day](#) website. Some enrichment classes are subject to age restrictions for student safety and age-appropriate curricula. Parents can register their child(ren) for enrichment classes through our website.

### **Athletics**

In the fall, students in grades K–5 can join Meridian’s cross-country team. Students participate in practices after school and attend four weekend meets organized by CYO Athletics. Meridian also offers Ultimate Frisbee during the spring for students in grades 3–5.

### **Medications**

The Extended Day program follows Meridian’s guidelines for medication administration. Prescription and over-the-counter medications can only be administered with prior written consent. Families must complete the Authorization to Administer Medication form, available in the main office, in order for Extended Day staff to be able to administer medications.

## **Parent Communication**

Information and news about Extended Day can be found on the Extended Day website and in the weekly Spyglass newsletter. Safety, behavioral, and medical concerns will be communicated individually.

## **Behavior and Expectations Policy**

The Extended Day program is an extension of the Meridian school day, and students are expected to follow Meridian's behavior and expectations policy. Repeated behavioral infractions will lead to a discussion with the Head of School, Extended Day and Summer Quest manager, and parents/guardians. The Head of School reserves the right to take disciplinary action, which may include an Individualized Behavioral Plan, suspension, or, possibly, dismissal from the Extended Day program.

## **Emergency Procedures**

Any information regarding extended closure during a school day, including Extended Day, will be relayed through Blackboard Connect.

## **Signing In and Out**

All children must be accompanied to and from Extended Day, and signed in and out by a parent. Parents may not take their children from Extended Day without signing out with an Extended Day staff member. Children may not sign themselves in and out, or leave The Meridian School campus by themselves for any reason unless their parent has signed a Dismissal Release Form. Extended Day staff drop off and pick up all students at their classrooms before and after school.

## **Snacks**

Children get nutritious snacks at 8:00 a.m. and between 3:00 and 3:30 p.m. After 5:15 p.m., a third snack may be served if necessary. If for dietary and personal reasons an alternative snack is needed (and provided by a parent), a signed parent permission form is needed. Please do not send personal snacks (e.g., soda, candy, chips, etc.) for your child with the intent that they be consumed during Extended Day. The Extended Day program does not serve snacks that contain peanuts or tree nuts. However, snacks may contain other allergens. Extended Day can provide allergen information and an alternative snack upon request.

## **Sample Schedule (P.M.)**

3:00–3:20	Age-specific group activity time.
3:20–3:45	Snack.
3:45–5:15	Free choice activity time. Children may choose to play outside and/or participate in staff-led activities in the Extended Day room and gymnasium.
5:15–6:00	Everyone returns to the Extended Day room.

## **Homework**

The Extended Day program adopts a play-based approach, so dedicated homework time is not a scheduled activity. However, students in grades 3–5 are permitted to work on homework if they so choose. Extended Day staff members supervise students who choose to do homework. Students are allowed to use technology for homework purposes.

## SUMMER QUEST

Summer Quest is open to the public for children entering kindergarten through sixth grade (5–12 years old).

Each Summer Quest camp group will develop its own identity and will engage in activities that are appropriate and enjoyable for the group members' age and developmental level. A snack is provided each morning and afternoon. Children bring their own lunches. The children participate in arts and crafts projects, sports, games, drama, community projects and events, multicultural events, and more. These activities revolve around a weekly theme. All groups have three off-campus and two on-campus days each week.

Summer Quest hours are 7:00 a.m. to 6:00 p.m. The core group activity portion of the day runs from 9:00 a.m. to 3:00 p.m.

The Summer Quest program typically offers 20 to 30 enrichment classes each summer. These enrichment classes are independent of the Summer Quest day camp program but can be registered for through the Meridian website. Enrichment camps do not include Summer Quest before- or after-camp child care in the camp fee; extra fees will be assessed if children need care before or after their enrichment class.

Registration is available to Meridian families before it is open to the general public. All Summer Quest program fees are payable in advance. No refunds are available after the June deadline.