



# Parent Handbook



## THE MERIDIAN SCHOOL 2013-2014

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

4649 Sunnyside Ave. N. Suite 242

Seattle, WA 98103

T: 206.632.7154 / F: 206.633.1864

[ms@meridianschool.edu](mailto:ms@meridianschool.edu)

[www.meridianschool.edu](http://www.meridianschool.edu)

## TABLE OF CONTENTS

Mission Statement, Philosophy	3
History of The Meridian School	4
School Accreditation	5
Faculty and Staff	6-7
Board of Trustees	7-8
Parent Association	9
General Information	12
Discipline Code	17
Anti-Bullying Policy	18
Front Lawn Guidelines	21
Head Lice Policy	22
Acceptable Technology Use Policy	23
Campus Release Form	24
Parent Communication System	25
Registration Timeline	27
Extended Day	28
Summer Program	28-29

## **Mission Statement**

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

## **Philosophy**

The Meridian School is a place where the joy of childhood infuses the excitement of learning. By integrating curriculum, citizenship, and community, we provide the foundation for well-rounded students.

### **Curriculum**

At Meridian, education is engaging. Small class sizes ensure that students are well known and individually heard. A thematic curriculum fires imaginations and weaves academic learning together. Dedicated teachers care about our students, encourage self-expression, and enjoy sharing multiple approaches to academic excellence.

### **Citizenship**

Integrity, compassion, and responsibility are essential to the mission of Meridian. Students are guided toward self-discipline and thoughtful decisions, mindful of both themselves and the community. By promoting a kind, courteous, and emotionally safe atmosphere in which to grow, we help students develop a positive self-image and confident attitude toward learning.

### **Community**

Students, staff, and families create a welcoming and inclusive environment throughout Meridian. Parent involvement is a critical component of the school's strength and vitality. Our setting is an urban oasis, a multi-use park and historic building we share with neighbors for work and play. Students have on-site opportunities to interact with members of other nonprofit groups including senior citizens, professional artists, and environmental educators.

Education is not just about teaching students to achieve. It's also about what a child thinks and feels. At Meridian, we provide a solid academic foundation with sensitivity toward the internal lives of our students. Our goal is that students leave Meridian confident, capable, and well prepared for the next phase of their academic lives.

## **Nondiscriminatory Policy**

The Meridian School admits students of any race, color, national or ethnic origin, and any other legally protected status to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, or any other legally protected status in the administration of our educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

## **History of The Meridian School: Over 65 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 nearly 190 students in grades kindergarten through five.

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.

1982–83 – Parent Association was formed.

1986–87 – The final year for sixth grade, due to public middle school changes in grade levels.

1987 – First Orff musical instruments were purchased in memory of Mrs. Perkins.

1989 – Renovated the South Annex.

1990–91 – Renovated 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 evaluation – accredited with PNAIS and NASC.

1992 – First Annual Fund Drive.

1994 – Expanded into the North Annex space.

1995–96 – Welcomed our first kindergarten class.

1997 – Changed name to The Meridian School.

2001–02 – 25th year celebration!

2002 – New playground planned and constructed at Meridian Park.

2004 – Ellen Toole, Director, 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 South Annex kindergarten rooms, adopted 2008–2012 strategic plan.

2009 – Remodeled South Annex first grade classrooms and music room. Re-accredited by PNAIS.

2011-12 – Meridian celebrated its 35th anniversary.

2012-13 – Ron Waldman, Head of School, retired after 8 years with The Meridian School

2013-14 – Jack Shea arrived as new Head of School.

## 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. PNAIS 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 PNAIS 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), the Northwest Accreditation Commission (NWAC), Northwest Association of Schools and Colleges (NASC), and the Board of Education.

The purposes of NASC are to

- Advance the cause of education in the schools and colleges of the Northwest
- Develop educational policies and activities that will extend and improve educational opportunities and services
- Develop criteria of evaluation that will continuously stimulate, evaluate, and accredit vital educational efforts
- Promote cooperative relationships among colleges and schools in order to attain these ends

## Meridian School Faculty and Staff

### Administration

BILL ALSDURF Assistant Head of School  
BS Elementary Education, MEd Special  
Education/Hearing Impaired  
with The Meridian School since 2013

NICOLE CADEN Director of Admission and Marketing  
BA Arts and Sciences  
with The Meridian School since 2012

DOUGLAS COPPINGER Director of Extended Day  
MS Physical Education, MA Human Development  
with The Meridian School since 1998

MARILYN EASTON Director of Development  
BA Communications and Advertising  
with The Meridian School since 1988

DIANE GORDON Director of Finance  
BA Business Administration  
with The Meridian School since 2007

NANCY REED Accounting Assistant  
with The Meridian School since 2008

JOAN REYNOLDS Main Office Coordinator  
with The Meridian School since 1982

ERIN RUDDOCK Administrative Associate  
BS Public Policy  
with The Meridian School since 2013

JACK SHEA Head of School  
BS Wildlife Biology, MS Wildlife Ecology  
with The Meridian School since 2013

NICK DE VOGEL IT Technology Coordinator  
BA Communication, Certified WA State Career and  
Tech. Ed. Teaching Certificate  
with The Meridian School since 2011

YANETH VRENTAS Director of Diversity,  
Spanish  
BA Social Communication, MA Human  
Resource Management  
with The Meridian School since 2000

### Specialists / Teachers

MARY ALLEN Computer  
BS Elementary Education, Certified Teacher  
with The Meridian School since 2005

LINDA BARNES Art from Neo Art School  
BA English and Art Education, Certified  
Teacher  
with The Meridian School since 1984

LUZELVIA DIAZ Spanish  
BA Foreign Languages and Painting  
with The Meridian School since 2008

PAULA PALMER Library  
BA Anthropology, MA Librarianship, Certified  
Teacher  
with The Meridian School since 2007

FAY SHAFTO Music  
BA Psychology, MA Early Childhood Special  
Education, Certified Teacher  
with The Meridian School since 2002

CLAUDIA SIBILA Math Coach  
BA Mathematics, MA English, Certified Teacher  
with The Meridian School since 2006

ELIZABETH SORBY Director of Customized  
Learning  
EdS School Psychology, MEd School  
Counseling  
with The Meridian School since 2013

REGIS THEVENET Physical Education  
Institute of Sports, Paris  
with The Meridian School since 1980

### **Classroom Teachers**

ELIZABETH BODE Kindergarten  
BA Elementary Education, Certified Teacher with The Meridian School since 2010

CHARLIE BURKLAND Fourth Grade  
BA Communication, Certified Teacher with The Meridian School since 2009

JACKIE HUGHES Second Grade  
BA Education, MEd Educational Leadership, with The Meridian School since 2013

ANASTASIA LEJA Kindergarten  
BA Anthropology, MEd Elementary Education, Certified Teacher with The Meridian School since 2010

BEN MOHR Fourth Grade  
BS Elementary Education, Certified Teacher with The Meridian School since 2005

COLLEEN PALKERT First Grade  
BA Psychology, MEd Special Education and Reading, Certified Teacher with The Meridian School since 2007

JASON PROFIT Fifth Grade  
BA English, Masters in Teaching, Certified Teacher with The Meridian School since 2010

MEREDITH WARD Fifth Grade  
BA Sociology, Certified Teacher with The Meridian School since 1982

LARISSA WEBER Third Grade  
BA Political Science and Sociology, MA Science in Urban Education, Certified Teacher with The Meridian School since 2012

NANCY WHITE Second Grade  
BA Political Science, MEd Elementary Education, Certified Teacher with The Meridian School since 2005

DREW WHITTEMORE Third Grade  
BA History, MEd Elementary Education, Certified Teacher with The Meridian School since 2011

BETH VINEYARD First Grade  
BS Biology, MA Education, Certified Teacher with The Meridian School since 2012

### **Instructional Assistants**

ANDREA YEE Second Grade  
BA Education, MEd Education, Certified Teacher with The Meridian School since 2013

LORI VAN ETTA Fourth Grade  
with The Meridian School since 1989

LYDIA LAURENT Fifth Grade  
BS Biology, MEd Teaching, with The Meridian School since 2013

SEAN DONOGHUE-NEIDER First Grade  
attended WWU with The Meridian School since 2007

LAURA SCHAUT Third Grade  
BA Elementary Education, Certified Teacher with The Meridian School since 2010

RAMIZA SAHEED Kindergarten  
BA Education, Masters in Teaching, Certified Teacher with The Meridian School since 2008

## **The Meridian School 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 board meets monthly during the academic year and comprises the following members:

Jennifer Zell, Chair  
Sandy Aslanian, Vice-Chair  
Dan Raymond, Treasurer

Current & Alumni Parent  
Current & Alumni Parent  
Current Parent

Finance  
Education  
Finance

Lesley Todaro, Secretary	Current & Alumni Parent	Family Therapy
Roger Cibella	Independent	Education Counseling
Ronnie Cunningham	Alumni Parent	Family Therapy
Ruth Frantz	Alumnus	Journalism
Barb French	Alumni Parent	Biology
Maria Gingerich	Current Parent	Strategy Consultant
Rebecca Moe	Current & Alumni Parent	Education
Gary Peterman	Alumni Parent	Biotech
Katie Renschler	Current & Alumni Parent	Education
Sonja Gustafson, Emeritus	Alumni Parent	Consultant
Harold Malkin, Emeritus	Alumni Parent	Law
Barb Richardson, Emeritus	Alumni Parent	Statistics/Research

### **Board Committees and Board Task Forces Chaired by a Board Member**

**Committee on Trustees:** This committee is responsible for making recommendations to the board regarding the slate of nominees for trustees, officers, and committee members for the annual election; nominating members to fill vacancies that may occur during a term; arranging for board-focused trainings and retreats; preparing an annual board self-evaluation and retreat; and facilitating the board's communication to school constituents.

**Development:** This committee is responsible for making recommendations to the board regarding matters related to the school's development activities; establishing annual fundraising goals for the school; reviewing, for approval, all proposed fundraising activities (including any activities conducted by the Parent Association and any endowment program); and overseeing Meridian's fundraising activities.

**Diversity Committee:** This committee is established to provide overall leadership and guidance around diversifying the school community (i.e., administration, faculty, students, and families), provide oversight to the inclusion of multicultural and global education in the curriculum, and oversee the implementation of the board's vision for diversity.

**Executive Committee:** This committee comprises the board chair, vice chair, treasurer, secretary, and Head of School. The Executive Committee is responsible for coordination of the monthly board meetings, serves as a sounding board for the Head of School, and may convene (but not make policy) on behalf of the board between meetings on issues requiring urgent attention.

**Facilities Committee:** This committee will be convened as needed to develop and execute short- and long-term plans related to the construction, lease, repair, and maintenance of the physical plant. The committee's work will also include identification of budgetary needs associated with proposed plans and support for the Head of School in the implementation of such plans.

**Finance Committee:** This committee makes recommendations to the board regarding the financial affairs of Meridian (including the investment of general and special funds), submits the annual budget and proposed annual tuition to the board for approval, handles the selection and termination of auditors, and reviews the audit results.

**Policy Task Force:** This board-led task force is established on an as-needed basis to review, update, and/or modify board-related policies and procedures.

### **Other School Committees and School Task Forces with Board Member Participation**

Marketing Task Force  
Dashboard Task Force



## 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 of the members of the Meridian community, and they provide a great opportunity for parents to get to know each other. The Parent Association provides excellent networking opportunities for parents, as well as a forum for learning 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. Marilyn Easton, Development Director, attends P.A. meetings and is the liaison between the P.A. and the Administration.

### Parent Association Events 2013-2014

The events listed below are either coordinated or supported by The Meridian School Parent Association. In addition, the P.A. will host informative gatherings or forums during the year to address topics of interest to the parent community.

<u>2013</u>	<u>Event</u>	<u>Hosted by</u>
September 4	Welcome Back Coffee	Marketing Committee
September 19	New Family Coffee	P.A.
September 23	2 <sup>nd</sup> Grade Potluck	2 <sup>nd</sup> Grade
October 1	1 <sup>st</sup> Grade Potluck	1 <sup>st</sup> Grade
October 9	Kindergarten Potluck	Kindergarten
October 17	3 <sup>rd</sup> Grade Potluck	3 <sup>rd</sup> Grade
October 18	Grandparents/Special Friends Day	P.A. 2 <sup>nd</sup> Grade
October 23	4 <sup>th</sup> Grade Potluck	4 <sup>th</sup> Grade
October 26	Fall Carnival	P.A.
October 28	5 <sup>th</sup> Grade Potluck	5 <sup>th</sup> Grade
December 5	Prospective Family Open House	P.A. 1 <sup>st</sup> Grade
December 14	All-School Family Skate	P.A.

<u>2014</u>	<u>Event</u>	<u>Hosted by</u>
January 24	Movie Night	P.A.
March 8	The Meridian School Auction	The Meridian School
April 24	New Family Event	P.A. – Kindergarten
May 6	Staff Appreciation Luncheon	P.A. – 3 <sup>rd</sup> Grade
May 8	4 <sup>th</sup> /5 <sup>th</sup> Grade Music Performance	The Meridian School

May 16	2 <sup>nd</sup> /3 <sup>rd</sup> Grade Music Performance	The Meridian School
May 21	K/1 <sup>st</sup> Grade Music Performance	The Meridian School
June 4	Track and Field Day	The Meridian School
June 10	All-School Picnic	The Meridian School
June 12	5 <sup>th</sup> Grade Graduation Reception	P.A. – 4 <sup>th</sup> Grade

### **Parent Association Executive Committee**

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

### **The Parent Association Executive Committee (2013-2014)**

- \* President, Christian Reynolds
- \* Vice President, Cindy Ostermeyer
- \* Treasurer, Haeryung Shin
- \* Communications Coordinator, Sarah Gire
- \* All-School Event Coordinator, Emily Raymond
- \* Grade Level Event Coordinator, Emily Raymond
- \* Community Building Team Leader, Bonnie Tilghman
- \* Community Service Team Leader, Kirstin Frits
- \* Teacher/Staff Appreciation Team Leader, Missy Ponder-Reston

The president of the P.A. also has a non-voting seat on The Meridian School board of trustees.

### **Parent Association Classroom Representatives**

Parent Association classroom representatives are parent volunteers. Representing your child’s classroom as a volunteer Parent Association room rep is a great way to be directly involved with your child’s Meridian experience. Each of the volunteer roles is described below. If any of these opportunities sound interesting, please contact the respective PAEC team leader (see above) for more information or to sign up.

**Community Building Representative:** Organizes grade-level social events (such as potlucks, picnics, parent dinners, hikes, etc.).  
Community Building Team Leader, Bonnie Tilghman

**Community Service Representative:** Coordinates parent volunteers from their grade level in planning community service events.  
Community Service Team Leader, Kirstin Frits

**Grade-Level Event Classroom Representative:** Works with their counterpart in the other grade-level class to organize their designated grade-level P.A. event.  
Grade-Level Event Team Leader, Hwashing Heyworth

**Teacher Appreciation Classroom Representative:** Organizes teacher appreciation plans for the holiday season, birthday or special days, and teacher appreciation day.  
Teacher Appreciation Team Leader, Missy Ponder-Reston

**Auction Classroom Project Coordinator:** Organizes classroom auction project and class offering (party, basket of goods, etc.). Encourages parents to volunteer, procure items for, and attend the auction. Team Leader/Development Associate, Holly Johnson

The Meridian P.A. also sponsors several all-school events (e.g., Movie Night and Family Ice Skating, which are coordinated by the All-School Event Coordinator, Emily Raymond) and a Fall Carnival (coordinated by Glenn Hampson).

## General Information

### ABSENCES

All students are expected to be prompt and regular in school attendance unless prevented from doing so by illness or other serious cause. **If your child is to be absent or tardy, please call the school office (206-632-7154) before 9:30 a.m. If the office does not receive a call, you may expect a call from them.** We encourage families to schedule special trips and personal activities at a time other than school days.

### ATTENDANCE

The school day starts at 8:30 a.m. Classroom doors open at 8:20 a.m. Kindergarten through second grade end at 3:00 p.m. Third through fifth grades end at 3:15 p.m. (See “Dismissal” for end-of-day routine.) Prior to 8:20 a.m., children on campus should be supervised in the Extended Day program. **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 being absent for part of the day.

If anyone other than a parent or guardian is to pick up your child, written notice must be on file with the office. **If you need before- or after-school care due to a special circumstance, please be sure to have a credit balance on your Extended Day account.**

### CLASS ASSIGNMENTS

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 in the **summer packet mailed to families in August.** In the spring, we ask parents to share information with us about their child that will assist us in our class placement process; however, we do not accept requests for specific teachers.

### 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. This 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.**

### DISMISSAL

**Parents should pick up kindergarten, first, and second grade children at 3:00 p.m. at the front steps of the building. Parents can pick up third, fourth, and fifth grade children starting at 3:15 p.m.** Parents and carpools who have children from both groups (K-1-2 and 3-4-5) 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 reenter the drive. Please, **no cell phone use while going around the circle.**

### EARLY DISMISSAL

Early dismissal days are listed on the school calendar. School is dismissed at 1:00 p.m. for grades K–2 and 1:15 p.m. for grades 3–5 on those days. Extended Day is available for full-time Extended Day students. Extended Day on these days will be available to intermittent Extended Day students on a space-available basis.

## **EMERGENCY CONTACT INFORMATION FOR YOUR FAMILY**

Be sure to provide your emergency contact information when you fill out your registration on our online ORCAS registration system. **It is extremely important that you notify the office of any change in telephone numbers, employment information, or persons picking up your child(ren).**

## **FIELD TRIPS**

Students are taken on educational field trips from time to time. They are always accompanied by one or more teachers plus any parents who would like to participate. **Parental permission forms are required before students are allowed to leave the school for field trips.** Be sure to sign and return permission slips by the designated day. Our insurance requires that parent drivers have a copy of their driver's license and insurance information on file in the office. Before driving on field trips or working in the classroom, parents are required to fill out a background check form.

**Using a booster seat is the law in Washington. The law states that children are required to be transported in a booster seat until they are 4 feet 9 inches tall and weigh between 80 and 100 pounds. Many children may reach 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.**

## **FINANCIAL AID**

To support the mission of The Meridian School and to make our quality education available to all, a designated amount of financial aid is available. Application forms are available on our website at <http://www.meridianschool.edu/content/tuition-and-financial-aid>, and they must be sent to FAST (Financial Aid for Student Tuition) before our financial aid deadline in February. Financial aid must be reapplied for every year, and a determination of need will be made based upon information supplied to the financial aid committee by FAST and financial records and a personal request supplied by the applicant family. Returning families will be given priority.

## **FINANCIAL INFORMATION AND CONTRACTS**

The tuition for the following year is set by the board of trustees at its January meeting. Reenrollment contracts with tuition payment options for the following school year are mailed to returning families in February and should be returned to the school, with a deposit, by the deadline. After this time any spaces will be offered to new families.

Returned checks will be assessed an additional charge.

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 guardian 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 Program. **Student records will be sent to other schools only if payment for elementary program, Extended Day and Summer 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. Voice mail is not acceptable but an email notice is.**

**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 owing 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.

For students who withdraw while receiving financial aid, the liability will be calculated on the financial aid agreement.

### **FRIDAY MORNING MEETING**

Students and faculty will gather in the gym each Friday at 9 am for class presentations, announcements, student recognition, and special performances. Individual students have the opportunity to perform at Meridian Talent and Variety show (MTV), scheduled at least twice a year. Parents are welcome to attend any Friday Morning Meeting.

### **FUNDRAISING**

Meridian is fortunate to have a strong history of parents, faculty, trustees, grandparents, alumni, and friends who support our development program. This past year, 95 percent of our families participated in fundraising efforts. Our Annual Giving campaign kicks off in October, and the auction takes place in March. Your gifts and participation help make great things happen for our students and teachers!

### **GRANDPARENTS/SPECIAL FRIENDS DAY**

Every other 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.

### **HOMEWORK**

Homework is an important part of the educational process. Students are expected to keep their assignments up-to-date and return homework promptly. Parents can assist by assuring their child has time and a place to complete homework assignments. All students are asked to read, or be read to, at least 20 minutes every night. Older students may be required to read longer.

### **LOST AND FOUND**

Lost and Found is located in the hallway leading to the gym in the South Annex and in the stairwell between the main building and the North Annex. Please check regularly, as unclaimed items will be sent to charity at the end of each term.

### **LUNCHES**

Students at Meridian have the option of bringing a lunch from home or ordering a hot lunch. Our hot lunch service offers meals five days a week. You can order meals online, and they will be delivered to the classroom at lunchtime.

### **MEDICAL APPOINTMENTS**

Please send written notice of doctor or dental appointments if they should occur during the school day or Extended Day hours. Parents must sign their child in or out with the main office when leaving or returning to school.

### **MEDICATIONS AND ILLNESSES**

In accordance with state requirements, a record of your child's immunizations and health status must be on file at The Meridian School. 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 Children's Hospital or to a

designated physician.

**If a child is not well enough to participate fully in the school program, including P.E. and recess, then s/he should not be sent to school.**

Any child receiving prescription medication during the school day, either periodic or “permanent” (more than 15 days), must have on file an Authorization for Administration of Oral Medication at School signed by both a parent and physician or dentist. Over-the-counter medication needs only a parent signature. This form notes the time the medication is to be taken, the dosage, and any side effects. These procedures are required by law (RCW 28A.31.150 and 155). Forms are available from the school and Extended Day offices.

**Required at the start of each new school year for any child having medical needs.**

*Emergency Health Care Plan and Authorization to Administer Medication forms* signed by parent and child’s physician, along with the two epi-pens **or** two inhalers. One will be kept in the administration office and the other in the South Annex for the emergency care of the student. Parents will need to provide two epi-pens for a child having a severe allergy reaction to nuts shellfish, bee stings, or other substance causing an anaphylactic reaction. It is also important that one inhaler be available in both locations for any student requiring an inhaler for asthma or any other respiratory medical concern. **Please be sure all your emergency number are updated on ORCAS and on file in the main office.**

**MONEY AND VALUABLES**

The school cannot assume the responsibility for money or other valuables. Children are urged not to bring money or toys to school. The candy and pop machines at the Good Shepherd Center are off-limits to Meridian students before, during, and after school.

**PARENT ORIENTATION**

An orientation session is held during the second week of school. The purpose of this evening is to inform parents of educational plans for the year, to give notice of school functions, and to provide an opportunity for parents to meet other parents, as well as teachers. **To provide a solid foundation for the school year, this is a required meeting.**

As this evening is geared toward parents and guardians, please do not bring children.

**PUBLICATION POLICY**

The Meridian School assumes the right to include any student’s name or photo in both print and Web publications unless otherwise notified by a family during the ORCAS registration process.

Our policy is to publish only the first name and last initial for any student mentioned in publications (Spyglass, grade-level news, Navigator, admission and marketing materials, website).

**PEANUT POLICY**

NO peanuts/nuts can be brought to school.

Students will not be allowed to share any special treats that contain any form of nuts with any of the other children. (Many food sources contain the actual nuts or may be prepared with peanut oil.) Students are permitted to have peanut butter sandwiches in their own personal lunches, but under no conditions may they share with any other students. Even though other classmates may not have any nut allergies, this policy must be enforced.

## **PARTY INVITATIONS**

Should you wish to invite any of your child's classmates to birthday parties, slumber parties, or other such private affairs, please mail party invitations rather than hand-delivering them at school—unless all class members will be invited. This practice avoids hurt feelings and misunderstandings.

## **PROGRESS REPORTS**

Students are monitored individually and assessed for performance. Progress reports are issued through ORCAS, our online progress report system. Parents receive these reports twice a year, which detail student performance.

## **SCHOOL INSURANCE**

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

## **SNACKS**

Many of the grades feature a 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 in mind the NO PEANUT policy!

## **SNOW DAYS**

Meridian School will make its own determination of closure based on information from a variety of local sources.

### **Meridian has adopted the Alert Now system, which calls parents' home, cell, and work telephone numbers to notify them of any closure or late start.**

If snow should fall, you may also listen to your local television or radio stations (KING, KIRO, KOMO) for First Alerts! School Reports or call our voice mail (206-632-7154) for a current announcement. You may also check our website for information.

On days when snow starts during school hours, please 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 snow 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.

## **VISITS AND CONFERENCES**

Parents are always welcome to visit the school. However, spending any length of time in the classroom unexpectedly may cause some disruption, so we request that parents make prior arrangements with the classroom teacher and/or administration. An appointment is necessary if a conference is desired. Please notify your child's teacher if you wish to schedule a specific conference time. Regular parent-teacher conferences are scheduled two times during the year. Sign-up times will be announced by your child's teacher.

## **VOLUNTEERS**

Parents are encouraged to participate in the school program. **All parent volunteers and visitors must sign in at the main office before going to the classroom.** A sign-in notebook is located at the front desk in the main office. Parents who will be driving children must have a signed Parent Driver's Acknowledgement Form and a copy of their driver's license and insurance on file in the office. All parents who intend to have contact with children will fill out a Washington State Patrol background check, available on ORCAS, our online registration system. Forms are also located in the main office.



There is a parent volunteer sign-in sheet outside of the kindergarten classrooms and first grade rooms for those volunteering in the South Annex.

## **Discipline Guidelines**

Our approach to discipline is centered on our Meridian C.A.R.E.S. values:

- I care for myself
- I care for others
- I care for our space

C.A.R.E.S. stands for cooperation, assertion, respect, empathy, and self-control, which are the guiding principles of the Responsive Classroom approach used at Meridian.

These guidelines apply to students while on Meridian grounds. We believe that these rules can apply at home and in the community as well. By learning habits of good citizenship at The Meridian School, students are becoming responsible citizens of their communities, their country, and the world.

Positive behavior is taught and reinforced in the classrooms, on the playground, and at Friday Morning Meetings and school events. Our staff teaches appropriate behavior in order for each child to be guided toward success. Teachers use and model varied problem-solving techniques for resolving conflict.

Though most students learn behavior standards quickly and are able to make responsible choices, some will need extra time and guidance in order to be successful. Minor misbehavior is handled in an age-appropriate manner using redirection, logical consequences, or re-teaching.

More serious behavior offenses (such as but not limited to the destruction of property, physical behavior that harms others, bullying—see policy to follow) are handled in a variety of ways, including the following:

- Contacting parents
- Setting up a conference with parents and staff to create an action plan for addressing the misbehavior
- Logical consequences imposed at school and/or home
- The creation of an ongoing behavior plan

Under circumstances of extreme behavior that jeopardizes the safety of students or staff, consequences may progress immediately to suspension or lead to expulsion.

# Anti-Bullying Policy

## Part I: Introduction

The purpose of the following policy is to inform our school community, to prevent bullying, and to 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 diversity programs at Meridian. These programs offer the foundation for good citizenship and promote positive, respectful interactions with all members of our school community.

### A. What is Bullying?

The Meridian School is committed to a safe and respectful educational environment for all students, employees, volunteers and other community members free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW (Revised Code of Washington) 9A.36.080(3) (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." To be clear, for this community:

**Bullying encompasses some or all of the following behaviors: a desire to hurt + hurtful action + a power imbalance + (typically) repetition + an unjust use of power + evident enjoyment by 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 behavior concern displayed by adults. For that reason, it is very important to understand that teachers, administrators, support staff, and parents all have an obligation to (a) not bully others, (b) not stand by while others are bullied, and/or (c) always report and deal with bullying whenever one sees it.

### B. 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, cell phones, text messages, and Internet sites 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, calling someone names or telling jokes based on his or her religious beliefs.

**Sexual** bullying includes behaviors such as excluding or treating someone badly because s/he is 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 them 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 Policy**

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 self-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 the effect of such incidents negatively affects Meridian students as a result of their mutual relationship with The Meridian School. All staff, students, and their parents will receive this policy at the beginning of the school year as part of the parent/student and employee handbooks.

### **Protocol**

1. Any student who believes he or she is 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.
2. If a child reports to their parent(s) about an incident, that parent needs to communicate the situation directly to either the classroom teacher, Assistant Head or Head of School promptly.
3. The teacher or staff member who has been approached will notify the Head of School or Assistant Head of School. Either the Head or Assistant Head will promptly do an investigation of the

incident(s). Reports will be treated confidentially and only reported to others within the school community on a need-to-know-basis. However, in almost every circumstance the offending party, if there is one, will have to be informed to allow for the proper gathering of all relevant facts.

4. Parents or legal guardians of both the alleged bully(s) and victim(s) will be notified of the incident right away, as well as next steps to resolve the situation and possible consequences. In most instances, a meeting will be arranged with the student(s), parent(s), and the Head of School and/or Assistant Head to discuss the situation further.
5. **Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.**
6. The Head or Assistant 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(s).

### **PART III: Educating Students, Staff and Families about Bullying**

Teachers will be required to discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

The school educates the students, staff, and parents about bullying and strives to build healthy relationships and community in and across the classrooms. Such education includes the following:

#### **Proactive Education for Students**

- Conversations which focus on safe and respectful behavior during Responsive Classroom morning meetings
- Team-building activities planned in every classroom
- Conversations to increase awareness and knowledge of bullying, standing up for oneself and others, what it means and why it is important to be an ally
- Grade-level outdoor education and community-building experiences such as Camp Orkila, Camp Sealth and the Olympic Park Institute
- A buddy program to promote the vertical mixing of students across grade levels
- Implementing and communicating a diversity initiative to increase tolerance and understanding community-wide
- Teachers designing and implementing lessons and units that integrate social skills, empathy building, and tolerance with academic skills. This includes intentional curriculum on diversity to increase awareness and knowledge of prejudice/tolerance and social injustice/justice and acting responsibly by being able to take action when confronted with social injustice
- Friday Morning Meeting assemblies that include monthly presentations of school-wide character traits of focus, school-wide behavior expectations, and ways to deal with bullying

#### **Staff Training and Support**

- Professional development for the staff in Responsive Classroom, around topics of diversity and other programs that promote a safe and respectful school environment
- Establishment in August 2010 of a faculty School Climate Committee to identify faculty and parent resources, assemblies, and programs that address bullying and other matters that affect school climate. Such educational resources and assemblies will be communicated through our website, library, all-school emails, classroom newsletters, classroom orientations, Spyglass, Friday Morning Meetings, and parent forums

## Parent Education

- Establishing and growing a parent resource library
- Parent speakers on topics pertaining to bullying
- Providing this Anti-Bullying Policy, which includes definitions of terms and support systems within the school
- Opportunities for parent forums and discussions on fostering a safe and respectful school environment

## Guidelines for the Use of the Good Shepherd Center Front Lawn

### Background Information

Over the years, there have been concerns voiced by parents and staff related to children's safety, inadequate parental supervision, and damage to the front lawn, hedges, and flower beds after students cross the driveway and play on the front lawn.

### Action Plan

1. Once students are dismissed to the care of their parents/guardians (by crossing the driveway over to the walkway), it is the responsibility of the awaiting adults to diligently supervise and care for their children. Parents are welcome to share supervisory duties and designate certain individuals to keep watch at certain times. The school administration is not and should not be responsible for such supervision.
2. Students need to remain within their parent/guardian/appointed supervisor's sight and avoid going behind any bushes that might obscure the watchful eye of the adults present.
3. The same expectations for safe and responsible play in effect during recess and at other times of the school day will remain in effect on the front lawn after school.
  - a. Students are expected to play safely at all times, respect the personal space of others as well as the grounds being used, and remain within assigned boundaries (on the grass and not behind the bushes).
  - b. Students will remain within sight of their parents/guardians at all times.
  - c. Meridian Park and Good Shepherd Center grounds must be left in their natural state.
  - d. Any parent or adult is encouraged to correct and redirect students who exhibit inappropriate behavior in their vicinity. It takes a village!
4. Students will refrain from
  - a. Climbing on sidewalk walls.
  - b. Tackling, piling upon each other, pushing, or slide tackling.
  - c. **Using balls or any other airborne objects, since chasing after them poses a threat to students' safety and potentially damages the flower beds.**
  - d. Placing backpacks, binders, and other objects on the hedges lining the walkway.
  - e. Jumping over or through the hedges and planting beds.
5. 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.
6. If these guidelines are not adhered to, the privilege of playing on the front lawn will regrettably be revoked. Let's all work together to ensure the safety of our students and stewardship of our grounds.

## Meridian School Head Lice Policy

1. It is the parents' responsibility to ensure students arrive at school nit and head lice free. Parents are responsible for doing periodic (weekly when nit free) head lice checks on members of their household and need to provide an effective method of treatment when nits and/or lice are discovered. If nits or lice are discovered, follow-up checks for nits should be conducted by the parent nightly for 21 days.
2. Parents are required to inform the school by phone or email whenever head lice or nits are detected and the student(s) treated.
3. After home treatment and nit removal, we require the student be checked again by a staff member in the main office before going off to the classroom. Parents will remain with their child in the main office until that check is complete. We will check especially for any nits within one centimeter (half inch) of the scalp, as research indicates these eggs tend to be most viable. Ideally our goal is for each student to be nit free. Parent cooperation is critical in this process, as nit removal may decrease the possibility of unnecessary treatment. The decision to return the student to class will be made by the main office staff with the utmost of sensitivity.
4. While Meridian will occasionally conduct a spot check for head lice, we are reluctant to provide school-wide head lice checks on every child, because this procedure can be very disruptive and time-consuming. However, in the event of spot checks, those discovered with nits or lice will need to be sent home for treatment and combing.

# The Meridian School Acceptable Technology Use Policy

Following are the guidelines for your use of technology at the Meridian School, including in the computer lab, 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 that may be owned by you or someone other than Meridian School but are using the Meridian School Computer Network.

Please remember that these guidelines include all personal networking devices including cell phones, that may be owned by you or someone other than Meridian School but are indeed using the Meridian School 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 other's accounts and folders will be by permission only.*
- *Students will use technology to communicate with others about school work. Communication will be done respectfully and meaningfully, following the "Meridian C.A.R.E.S." principles.*
- *Students will always give proper citation for work found on the internet, and never present other people's work as our 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

It should be understood that all materials and their copyrights created on Meridian Computer equipment are the property of The Meridian School.

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 abuses of the Meridian IT Systems.

Student violations of the Acceptable Use Policy will be handled in accordance with our Handbook and our Board 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.

Meridian Students will receive and sign this agreement in the first week of class. Parents will be asked to sign and return the agreement to the main office so that we have the student agreement on file.

## Campus Release Form

---

Student's Name

---

Teacher/Grade

**I give my permission for my child to leave The Meridian School without an adult in attendance, for the following reasons:**

[ ] To walk home after school, to ride a bike, scooter, or skateboard to and from school.

[ ] To walk to a bus stop.

**A signature by a parent or guardian relieves The Meridian School of any responsibility for the student after leaving the campus.**

---

Parent or Guardian Signature

---

Date



# The Meridian School Parent Communication System

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

**The Meridian School Website** – On our general website, you will find a wealth of information including a school calendar, school news, lunch order link, class pages, admission procedures and tour schedules, fundraising updates, alumni news, and Extended Day information. We will post any emergency closure information on the website. You can also find directions to the school and read biographies of faculty and staff. All this and more is at [www.meridianschool.edu](http://www.meridianschool.edu).

**Parent Essentials** – Our internal website is your portal to a variety of school information, online progress reports, your weekly Spyglass, a school calendar, and classroom news, lunch service. No login or password will be necessary. You can find the Parent Essentials on the homepage on our website.

**Spyglass** – This weekly newsletter is published on Parent Essentials every Thursday. The Spyglass contains timely reminders of school events, any policy notifications, and information about upcoming programs (Summer Program, Extended Day, lunch program, etc.). We will send out your Spyglass every Thursday that school is in session.

**Grade-Level News** – Every other Thursday your child's classroom teacher will post a newsletter that describes the happenings in the classroom. Future field trips, class events, and new projects are all examples of things you'll get in a grade-level newsletter. Specialists will also post biweekly updates on a rotating schedule. You will find a link to these biweekly newsletters on your weekly Spyglass and through the Parent Essentials website.

**All-School Email List** – This list is used to distribute information pertinent to our entire school community, such as lice alerts, emergency information, or event changes. It is also the method by which we remind families to access their weekly Spyglass. This method of distribution is for high-priority messages only and is unavailable for parent-generated messages.

**Class Email Lists** – These email lists are primarily for communication from the teacher and the class reps to each individual class. Reminders for field trips, school events, and participation in P.A. events (auction, festivals, etc.) are the primary things you will receive from your class list.

**Thursday Packet** – Your child will bring home this packet every Thursday. It can contain homework and class information, as well as any forms you need to sign and return to school (field trip, book orders, etc.).

**Meridian Navigator** – This newsletter for current Meridian families and our extended community is published two times per year. It includes items regarding school initiatives and activities, important school-wide events, announcements of calendar changes, and insights from our board chair or Head of School.

**IN CASE OF EMERGENCY** – We use the **Alert Now** automated phone system (you will receive a phone call) in lieu of a phone tree to notify parents of school closures or emergencies. Reminder: It is very important you notify the main office of any changes in your home, cell, or work telephone numbers. In addition, we post on **SchoolReport.org**. The latter broadcasts our school closure information on local TV and radio stations. We also post all emergency information on the home page of the website.

## Communication from Families to the School

Communication is an important component of 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, voice mail, 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 voice mail.

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, or other related topics are best and most appropriately answered by your child's classroom teacher.

Many parents find it helpful to have periodic discussions or interactions with teachers in addition to scheduled conferences. Meridian teachers value getting to know both students and their parents and encourage parent communication on a regular basis.

Also, 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 (i.e., 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, voice mail, written communication, or scheduled appointments are convenient, easy, and 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.

## **The Meridian School Registration Timeline**

### **May**

- Returning families must have completed registration to access their child's progress reports when they are released for viewing in June.
- New families will receive online ORCAS registration forms in via email in May. Your review and approval of family information should be completed no later than June 30.

### **August**

In August an electronic packet is emailed to new and returning families. This packet will include but is not limited to:

- Welcome letter from the Head of School.
- Placement letter notifying families about class placement for the coming school year.
- Grade-level supply lists.
- School calendar for the upcoming school year.

- Fourth and Fifth Grade Internet Use Agreement and Meridian's policy for computer use.

### **September**

- Every student is required to have a Consent for Emergency Care and Treatment Form on file before the first day of school.
- Each family's work and emergency telephone numbers must be updated on ORCAS before the first day of school.
- Every child must have a signed and up-to-date immunization form on file in the office by the first day of school. The Washington Department of Health requires every student to be current with their vaccines at the beginning of each school year.
- The Meridian School will keep up-to-date records of all parents' Washington State Patrol background check forms (valid for two years). This check is required when parents volunteer in the classroom or drive on field trips.
- Any parent who plans to drive on any field trip during the school year will be required to have a completed background check form, signed driver's acknowledgement form, and a copy of his or her driver's license and automobile insurance on file in the administrative office. New forms are required each school year.

## Extended Day

The Meridian School offers an enriched before- and after-school program for Meridian students requiring child care. Our program is licensed under Department of Early Learning (DEL), which means we have met and implemented state child-care licensing requirements to ensure a quality program and child safety. It is our mission to provide a well-supervised program: one that is safe, physically and emotionally, where children can flourish, be challenged, 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 provides enthusiastic, well-trained staff and a variety of active and quiet activity options in an environment more social and less structured than the school day. 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 additional cost during winter and spring vacations on a full-time basis. Availability is given to students enrolled as full-time Extended Day status, then any available spots are open to intermittent students.

### 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 and early dismissal days. There is an extra charge for winter and spring breaks, which must be paid in advance with no refunds.

**Intermittent Care.** An intermittent rate is available for any child not enrolled monthly (full-time) in the Extended Day program. Students arriving any time before 8:30 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. All intermittent participants who attend any of the enrichment classes will be charged an intermittent Extended Day fee based on the duration of time in Extended Day, plus the class fee. There is no charge for changing from full-time Extended Day to the intermittent plan (or for changing to no Extended Day), but if you wish to change back to full-time Extended Day from the intermittent plan, there is a \$50 processing fee. Changes from full-time to intermittent will not be accepted after May 1. Changes in Extended Day enrollment status must be communicated to the Extended Day Director before billing status is changed. Intermittent users may enroll in winter and spring breaks if space is available. There is an extra charge for winter and spring breaks, which must be paid in advance—no refunds.

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.

## Summer Quest

Summer Quest is open to the public for children entering kindergarten through those entering sixth grade (5–12 years old). Our day camp program is licensed under the Department of Early Learning (DEL), which means we have met and implemented licensing requirements to ensure a quality program and child safety.

**Program Format:** The children are assigned to an age- and grade-appropriate group for the program day. Group 1: 5 and 6 years old. Group 2: 5 and 6 years old. Group 3: 6 and 7 years old. Group 4: 8 to 12 years old.

Each group size is twenty participants. Each 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 are

involved in art and crafts projects, sports, games, drama, community projects and events, multicultural events, and more, focusing on a specific weekly theme. All groups will have three field trip days and two “in” days each week of Summer Quest.

Daily Hours: 7:00 a.m. to 6:00 p.m. The core group activity portion of the day is 9:00 a.m. to 3:00 p.m.

Enrollment: Registration is online and is made available to Meridian families before we open it up for the general public. Online registration begins March 1<sup>st</sup>.

All Summer Program fees are payable in advance. No refunds after the June deadline date.

Enrollment in The Meridian School Summer Program is made without discrimination on the basis of gender, race, religion, creed, disability, political belief, or any other legally protected status.

### **Late Pick-up Policy for Extended Day and Summer Program**

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 have been inconvenienced by having to stay late and to pay overhead and liability costs. The director reserves the right to remove children from the program who are habitually picked up after 6:00 p.m.

\*Another program option is the Summer Quest Enrichment classes. Typically there are 20-30 classes offered each summer. Enrichment Classes are independent of the Summer Quest day camp program. Class fees vary.