



**Extended Day  
Parent Handbook  
2021–2022**

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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.

## Equity and Inclusion Statement and Commitments

Adapted 2018

The Meridian School fosters an equitable, inclusive culture that promotes diversity of thought and identity by bringing together community and curriculum, connecting awareness to actions, and celebrating the contribution of the individual to the community.

Meridian educates global citizens in an equitable, inclusive, and increasingly diverse community.

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

### Equity and Inclusion Commitments

Institutional Level:

- We commit to an organizational structure that identifies, challenges, and addresses bias and prejudice, and supports diversity, equity, and inclusion in our program and community.
- We commit to employment practices that reflect and advance our vision of diversity, equity, and inclusion in the school.
- We commit to open and honest communication about identity so that students feel valued in our school community and comfortable being themselves.

Program Level:

- We commit to an intentional curriculum that:
  - Engages students in conversations about identity and perspectives.
  - Discusses social and environmental issues.
  - Empowers students to collaborate and take action to improve conditions.
- Through this curriculum, students will develop leadership skills while understanding their role as global citizens.
- We commit to the continuous development of the school's administration, faculty, governing body, and families to build cultural competence.

Community Level:

- We commit to a community environment that is positive, nurturing, and emotionally safe; embraces the integrity of individual identities; and allows for authentic sharing of personal stories, experiences, and perspectives.
- We commit to an admissions process that offers an accessible education.
- We commit to an inclusive culture of respect and integrity that we will model in our daily interactions and

relationships so that all members can thrive.

### Definition of Terms

**Diversity** is a state of being relevant to everyone and inclusive of all the differences in aspects of identity and thought that impact social experiences.

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

**Equity** is a set of policies and practices that offer access, acknowledge diversity, equalize ability to thrive, and address institutional biases and discrimination.

**Inclusion** is a sense of belonging, worthiness, and value one feels in an organization so all members of the community can thrive.

**Cultural competency** is the process by which individuals attain awareness, knowledge, and skills to confront bias, reflect on their actions and privileges, and intentionally promote positive social change in their daily lives.

A **global citizen** is a person who possesses the awareness, knowledge, and skills to take action to promote positive social change locally and globally.

## 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 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.

## 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. The Meridian School 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 Meridian's 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.

## 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. **Pre-registration is required.** Pre-registration helps to inform how many staff will be needed, whether the Extended Day groups need to use additional classrooms, and so on. Intermittent families will pre-register on [CampBrain](#), the Extended Day program's registration site. Please reference the per diem rate as outlined in the Extended Day contract.

Registration for each week will close on the preceding Friday.

To cancel and receive a refund, you will need to contact [Jessica Urdaz-White](#) at least 48 hours before your scheduled care.

Intermittent participants who attend any of the enrichment classes will be charged an intermittent Extended Day fee plus the class fee. When enrichment classes are in session, students enrolled in a class will not need to preregister for care on those class days.

*(Example: Jessica is enrolled in chess club on Tuesday; she does not need to preregister for care on Tuesday. If Jessica comes to Extended Day on Wednesday when she is not enrolled in a class, she needs to preregister for care on Wednesday.)*

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 \$4,200.00, and the daily cost for intermittent enrollment is \$29. A fee of \$100 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 \$90 per day for full-time families and \$100 per day for intermittent families. Full-time families are billed on a 10-month schedule (\$420 per month, August through May). Intermittent families will pay while pre-registering for care or enrichment classes.

## Cancellation policy

**All school closure:** If Meridian must close on-campus activities due to extreme weather or for the health and safety of students, faculty, and staff, the school will cancel all extended day activities and care. Examples of on-campus closure include, but are not limited to, smoke, snow, or community quarantine due to an infectious disease. If extended day activities are canceled, Meridian will not issue refunds.

**Extended day closure:** In order to provide proper supervision and care of students, the extended day program requires a base level of staff to operate the program. If the extended day program is unable to adequately staff the program due to staff absences, one or more of the following will happen: \*

- Extended day will cancel activities for all students until the program can ensure adequate staffing. Per the cancellation policy above, Meridian will not issue a refund.
- The program will reduce extended day activities to families enrolled in full-time extended day only.
- The extended day program will ask families to pick up their child as early as possible.

\*Please note: In some instances, this will not affect enrichment classes. The Director of Auxiliary Programs or the Extended Day Associate will contact families with enrichment class specific details.

## Snacks

Children get nutritious snacks at 8:00 a.m. and between 3:00 and 3:30 p.m. Students are welcome to bring their own snack. 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.

## Homework

The Extended Day program adopts a play-based approach, so dedicated homework time is not a scheduled activity. However, students in third through fifth grades 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.

## 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.

All no-school days are subject to cancellation if enrollment does not meet the set minimum of 7.

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.

## **Cancellation Policy**

**Advance cancellation:** If you need to cancel your child's registration, please do so no later than the Monday before the no-school day. The \$100 daily fee for intermittent users is nonrefundable after that time.

**Day-of cancellation:** Due to the high demand for care, families are required to notify Extended Day program managers if they have registered for care but will be absent for any reason. Failure to cancel registration by 7:00 a.m. will result in a \$25 no-show fee. This fee applies to both intermittent and full-time users. Please notify [Jessica Urdaz-White](#) (206-632-7154 x343) or [Kimberly Satre](#) (206-632-7154 x339) via email or voicemail.

## **No-School Day Late Enrollment Fee**

A \$25 late enrollment fee will be applied to registrations requested after the stated enrollment deadline.

## **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 Director of Finance and the Director of Auxiliary Programs before billing status is changed.

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

Extended Day hours are 7:00 to 8:30 a.m. and 3:00 to 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.

Please call 206-632-7154 ex. 334 to reach an extended day staff member.

## **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.

## **Drug and Alcohol Policy**

No Meridian staff member will let a child leave The Meridian School's 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.

## **Enrichment Classes**

Meridian's Extended Day program also offers enrichment classes for 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 from 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 a \$100 intermittent

Extended Day fee per each class in addition to the cost of the class.

Students enrolled in an enrichment classes will join Extended Day at the end of school unless other instructions are given. While with Extended Day, students in enrichment classes will be given a snack and then escorted to the location of the class. Parents will need to sign out their students before picking them up from the class location. If students are not picked up at the end of class, they will be walked back to the Extended Day room by the enrichment staff.

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](#).

Enrichment class providers determine the minimum and maximum enrollment numbers. Classes will be filled on a first-come, first-served basis, and are subject to cancellation due to low enrollment. Director of Auxiliary Programs, Jessica Urdaz-White will contact you directly if cancellation affects your child's registration.

Tuition assistance recipients may enroll in three enrichment classes per year at a discounted rate (of an equal percentage to their family's tuition assistance award). Each family has a unique TA (tuition assistance) discount code for each student. The code is the last name and first name of each student: for example, SmithJohn. For students with hyphenated last names, please use both last names, for example, UrdazWhiteJessica. Each student in a family has their own code.

The enrichment discount code is set up to be used for one class per student per season (fall, winter, spring). It is possible to use the code for multiple classes per student in one season, but you will need to contact [Jessica Urdaz-White](#) to do so.

## **Inclement Weather and Enrichment Classes**

Enrichment class providers establish their own policies regarding classes missed due to inclement weather. If The Meridian School is closed due to weather conditions, all enrichment classes will be cancelled on that date and the following procedures will be followed:

- If a class provider is willing to reschedule, we will communicate the added date to families within 10 days of the cancellation.
- If a provider is unable to reschedule, we will provide a prorated refund to families. This refund will be reflected in your family's billing account by the last day of the month that the final class is scheduled.

## **Enrichment Late Enrollment Fee**

A \$25 late fee will be applied to registrations requested after the stated enrollment deadline.

## **Athletics**

In the fall, students in first through fifth grades 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 third through fifth grades.

Additional athletic options may be added over the course of the academic year.

## **Medications**

The Extended Day program follows Meridian's guidelines for medication administration. Prescription and over-the-counter medications can be administered only 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, Director of Auxiliary Programs, and parents or 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.

## 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 moderate or major event, parents will be called directly within 24 hours. A minor [incident](#) may or may not be communicated with an email.
- 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 Incident: Disruptive actions that 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 Incident: 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:

- Moderate behavioral infractions are considered learning opportunities, and all subsequent actions are designed for the child to reflect and positively change their behavior
- All issues at this level will be documented in detail. Teachers complete a behavior form and students complete a reflection form that will be shared with the child's parents and teachers.
- Students will meet with the Assistant Head to discuss the incident and to brainstorm ways to positively change the child's behavior. Together the child and Assistant Head will complete a reflection form.
- If misbehavior persists, there will be a 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.

Major Behavioral Incident: 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.

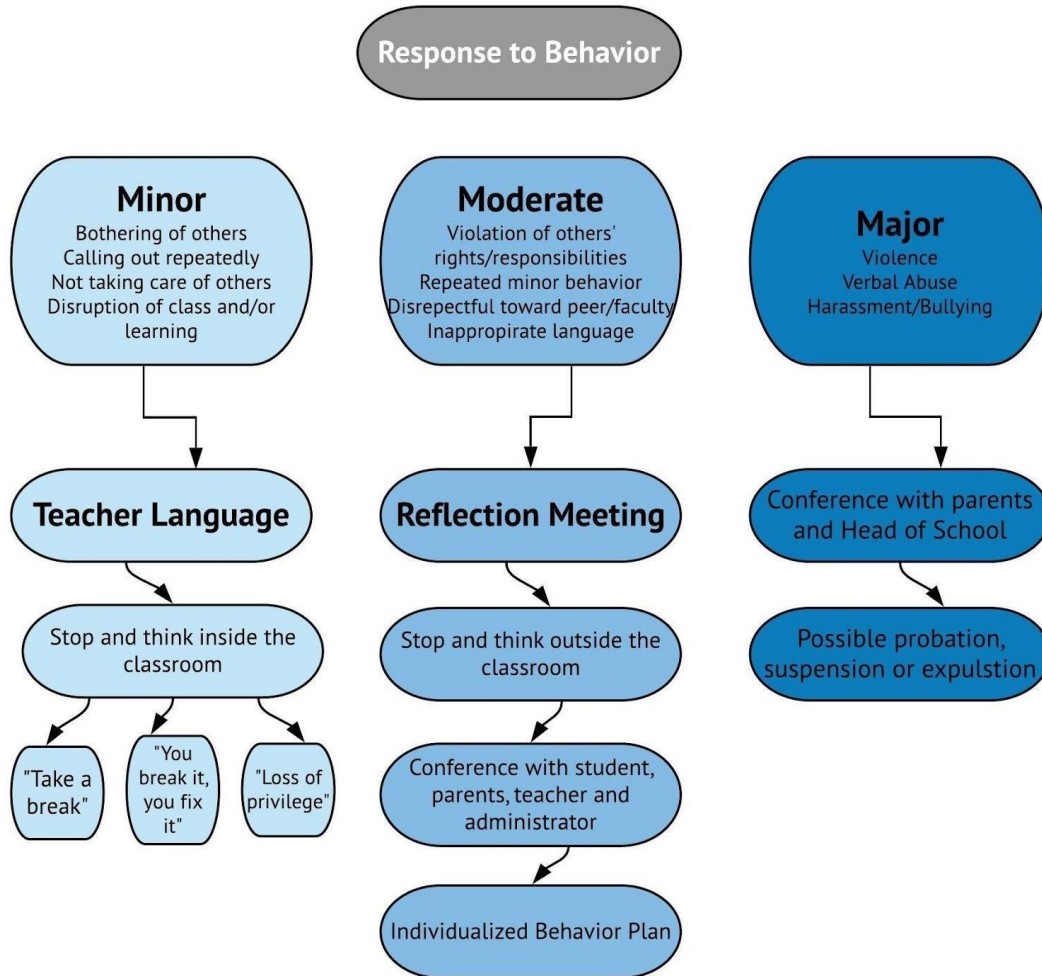
When a major behavioral incident has occurred:

- 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 physically 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 Sealth, 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, smartwatches, etc.) that may be owned by students or someone other than The Meridian School but are using The Meridian School's computer network. If a student brings a personal device to school, the device must be stored in the off position and in the student's locker during school hours, including Extended Day.

## 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 [myMeridian](#) indicating their understanding of this policy.