

Meridian Middle School

2019-2020 Student and Parent Handbook

Principal's Message:

Welcome to Meridian Middle School! We will maintain our core focus on developing caring students who are prepared both academically and socially for high school, college, and beyond. Your future starts right here, right now. Take advantage of every opportunity Meridian Middle School and its amazing staff have in store for you this year!

The purpose of this handbook is to communicate the academic, behavioral, and social expectations necessary in a vibrant learning community. All of Meridian's expectations are based on our core values: Respect, Ownership, Achievement, and Responsibility. The district and school policies enclosed are designed to maintain a safe and orderly learning environment. All students are expected to know how to conduct themselves. Since high rates of misbehavior and high academic achievement are mutually exclusive, students should monitor their behavior closely so that school success is possible for you, your fellow students, and the school staff.

The planner provides a closely monitored system to record every assignment, daily activity, and upcoming assessments and projects. Read the information on page 5 about student and teacher responsibilities to record lesson activities for each class. Student success is closely linked to your ability to record reminders of important due dates, activities, and contests.

Best wishes to you this year!

Darice Johnson

Ms. Darice Johnson
Principal

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MERIDIAN MIDDLE SCHOOL
23480 - 120th Street S.E.
Kent, Washington 98031
253-373-7383

KENT SCHOOL DISTRICT MISSION

Successfully Preparing All Students For Their Futures

MERIDIAN MIDDLE SCHOOL VISION

The policies, programs, and practices of Meridian Middle School reflect its commitment to helping all students build the skills they need to live a fulfilling life that is productive, healthy, and happy. We envision ourselves as a high-performing team of professionals who work together to meet the needs of every student, every day. The success of every student is the collective responsibility of every adult in the school, every parent in the home, and every student in the classroom. Working together, we can achieve excellence.

Staff Commitments: In order to fulfill our fundamental purpose and become the school we envision; each member of the staff commits to the following:

- I will be a positive, contributing member of every team to which I belong
- I will teach the essential learnings of our agreed-upon curriculum unit by unit
- I will monitor the learning of every student through regular classroom and team-designed common formative assessments
- I will use evidence of student learning to inform my practice and to better meet the needs of individual students
- I will seek out the most promising practices to improve student learning
- I will keep parents informed of the progress of their children

SCHOOL BOARD

Maya Vengadasalam
Debbie Strauss
Ross Hardy
Karen DeBruler
Denise Daniels

Administration

Dr. Calvin Watts, Superintendent
Dr Wade Barringer, EDLI

SCHOOL PHONE NUMBERS

Main Office	373-7383
Attendance	373-7391
Principal	373-7383
Asst. Principal	373-7383
Counseling	373-6508
Nurse	373-6510

ADMINISTRATION

Principal	Darice Johnson
Asst. Principal	Michele Tang

COUNSELORS

7 th Grade	Idrissa Binta
8 th Grade	Brian Upchurch

LIBRARIAN	Kirstin Duckett
NURSE	Angela Engstrom
SECURITY	Dave Carr
FOOD SERVICES	Cheryl Hanson
SCHOOL PSYCHOLOGIST	Chelsea Deitering
HEAD CUSTODIAN	Jesse Nixon

ASB OFFICERS

President	Reesa Peterson
Vice-President	Trinity Saechao
Secretary	Kim Ly

PTA OFFICERS

President
Treasurer
Secretary

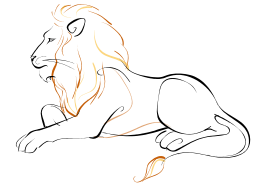
Mon, Tues, Thurs, Fri Bell Schedule

<u>Period</u>	<u>Class Time</u>
1st Period	8:30—9:28 (58)
2nd Period	9:32—10:29 (57)
3rd Period	10:33—11:30 (57)
4th Period & Lunch	
1st Lunch (11:30—12:00)	Class: 12:03—1:06 (63)
2nd Lunch (12:03—12:33)	Class: 11:34—12:03 (29)
	Class: 12:36—1:06 (30)
3rd Lunch (12:36—1:06)	Class: 11:34—12:36 (62)
5th Period	1:10—2:08 (58)
6th Period	2:12—3:10 (58)

IMPORTANT DATES

August 29.....	First Day of School
September 2	No School Labor Day
September 12.....	Open House
September 27	Monarch Fun Run
October 11	No School -Teacher Workshop
.....	
November 1.....	End of 1 st Quarter
November 11.....	No School -Veterans Day
November 26.....	Parent/Teacher Conferences
November 27.....	Middle School Half-Day
November 28-29	Thanksgiving Break
Dec. 23 - Jan. 3	Winter Vacation
January 6	School resumes
January 20.....	No School -M.L. King Day
January 23.....	End of 1 st Semester
January 24.....	No School -Teacher Workshop
February 17-21	Presidents' Break
March 13	No School -Teacher Workshop
March 27.....	Optional School Make Up Day
April 6-10.....	Spring Vacation
April 14.....	End of 3 rd Quarter
April 27.....	Optional School Make Up Day
May 25.....	No School -Memorial Day
June 18.....	End of 2 nd Semester
June 18	Last Day of School

Meridian Website: <https://www.kent.k12.wa.us/MM>



Wed—ROAR/Early Release Schedule

<u>Period</u>	<u>Class Time</u>
1st Period	8:30—9:04 (34)
2nd Period	9:08—9:40 (32)
ROAR	9:44—10:14 (30)
3rd Period	10:18—10:50 (32)
4th Period	10:54—11:26 (32)
5th Period & Lunch	
1st Lunch (11:26—11:57)	Class: 12:00—12:33 (33)
2nd Lunch (12:02—12:33)	Class: 11:30—12:02 (32)
6th Period	12:37—1:10 (33)

Kent School District Meridian Middle School Student Calendar 2019-2020

M	T	W	T	F
AUGUST				
		#29	30	

M	T	W	T	F
SEPTEMBER				
(2)	3	*4	5	6
9	10	11	✓ 12	13
16	17	18	19	20
23	24	25	26	27
30				

M	T	W	T	F
OCTOBER				
	1	2	3	4
7	8	9	10	@11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	T	F
NOVEMBER				
				1
4	5	6	7	8
(11)	12	13	14	15
18	19	20	21	22
25	^26	^27	(28)	(29)

M	T	W	T	F
DECEMBER				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
(23)	(24)	(25)	(26)	(27)
(30)	(31)			

M	T	W	T	F
JANUARY				
		(1)	(2)	(3)
6	7	8	9	10
13	14	15	16	17
(20)	21	22	23	@24
27	28	29	30	31

M	T	W	T	F
FEBRUARY				
3	4	5	6	7
10	11	12	13	14
(17)	(18)	(19)	(20)	(21)
24	25	26	27	28

M	T	W	T	F
MARCH				
2	3	4	5	6
9	10	11	12	@13
16	17	18	19	20
23	24	25	26	*27
30	31			

M	T	W	T	F
APRIL				
		1	2	3
(6)	(7)	(8)	(9)	(10)
13	14	15	16	17
20	21	22	23	24
*27	28	29	30	

M	T	W	T	F
MAY				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

M	T	W	T	F
JUNE				
1	2	3	4	5
8	9	10	11	12
15	16	17	#18	@19
22	23	24	25	26
29	30			

#School Starts 8/29
2 School Days

() Labor Day 9/2
***Kindergarten Starts 9/4**
20 School Days
✓ Open House
☐ 2-Hour Early Release

@ No School – Teacher Workshop
22 School Days
☐ 2-Hour Early Release

() Veterans Day 11/11
() Thanksgiving 11/28 & 29
18 School Days
^Secondary Only –
Conferences
Dismiss at 12:10pm
☐ 2-Hour Early Release

() Winter Vacation
12/23 – 12/31
15 School Days
☐ 2-Hour Early Release

() Winter Vacation
1/1 – 1/3
() M.L. King Day 1/20
@ No School – Teacher Workshop
18 School Days
☐ 2-Hour Early Release

() Presidents’ Break
2/17 – 2/21
15 School Days
☐ 2-Hour Early Release

@ No School – Teacher Workshop
* Optional School Closure
Make-Up Day 3/27
20 School Days
☐ 2-Hour Early Release

() Spring Vacation
4/6 – 4/10
* Optional School Closure
Make-Up Day 4/27
16 School Days
☐ 2-Hour Early Release

() Memorial Day 5/25
20 School Days
☐ 2-Hour Early Release

#Last Day of School 6/18
@ No School – Teacher Workshop
14 School Days
☐ 2-Hour Early Release
**Additional school closure
make-up days (if needed) will
be added to the end of the
school year**

School Starts:
Quarter Ends:
Semester Ends:
Quarter Ends:
Semester/School Ends:

August 29
November 1
January 23
April 14
June 18

Dec. 23 – Jan. 3:
January 20:
January 24:
February 17 – 21:
March 13:
*March 27:
April 6 – 10:
*April 27:
May 25:

Winter Vacation
M.L. King Day
No School – Teacher Workshop
Presidents’ Break
No School – Teacher Workshop
Optional School Closure Make-Up Day
Spring Vacation
Optional School Closure Make-Up Day
Memorial Day

No School Days

September 2: Labor Day
October 11: No School – Teacher Wkshp
November 11: Veterans Day
November 28 & 29: Thanksgiving

CAMPUS HOURS

The school and offices are open for students from 8:25 a.m. to 3:16 p.m., and for parents, from 7:45 a.m. to 3:45 p.m. As a student, if you're on campus before or after these times, you need to be directly supervised by an adult. If you're in the building not being supervised before 8:25, you'll get an Honor Level infraction. Repeat violators may be issued a Trespass Warning Notice.

Offices

Main Office - for seeing the Principal or Assistant Principal.

ASB Office - for purchasing items from the student store and paying fines and fees.

Attendance and Counseling Office - for attendance issues and for seeing a counselor or the school nurse.

Visitors

We don't allow student visitors except for educational or cultural enrichment purposes. If a non-Meridian student wants to visit campus, they need to get permission **in advance** by turning in a completed visitor's form (available in the main office). **All visitors to Meridian Middle School must register in the main office** and get a visitor's badge, which needs to be visible at all times when on campus.

Closed Campus

Meridian is a "Closed Campus", which means that once you're here you can't leave until the end of the school day (unless you have parent permission communicated to the attendance office). If you leave without this permission, you may be considered truant, which will result in discipline.

After-School Activities

- All regular school rules apply for school-sponsored activities at Meridian.
- You can't come back in to an activity once you leave campus.
- For safety reasons, you need to ride to/from school events only with your parents or an adult with permission from your parents. If you're going to ride home with someone other than your parents, you must bring in a written note **before the event** and get permission by an administrator, teacher, or coach.
- You can't bring guests to dances.
- You must be in school for at least three full class periods in order to attend school-sponsored activities.

- Only those enrolled and in good standing at Meridian may attend. Students will not be allowed to attend if they are on Honor Level 3.
- If you're suspended the day of an activity or dance, you cannot attend after-school activities.

ACADEMIC INFORMATION

Academic Success Tips

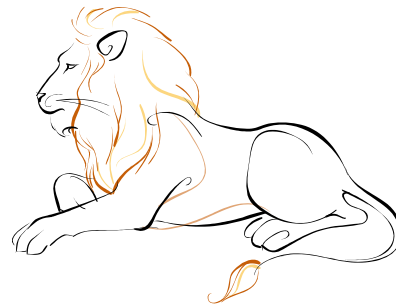
Student Use of Binder

All students are required to have a 3-ring binder, preferably 2 or 3 inch. Students must also have dividers in their binder labeled for each of their 6 classes.

Student Use of Outlook Calendar

Organization is critical to your success. Many kids have learned this the hard way when poor organization leads to failing grades. One of the tools you'll use to help with organization is the Outlook Calendar, which students can access through their school email. Because organization is so important, we require that your teacher share with you the information for your Calendar every day, and that you record that information in your Calendar. You'll record the information shared by your teachers:

- Topic for the day
- Assignment(s)
- Reminders: upcoming test, quizzes, project due dates, events, etc.



Homework

When you're a student, homework is a fact of life. Often, you'll be able to finish assignments during class time, but for many reasons there will be times when you'll have to finish assignments outside of class. At other times, your teacher will simply assign homework and not provide class time to complete it. Finally, there are times when you'll be given a project to be completed over time that will require work outside of regular class time. Taking responsibility for homework is a critical part of being a responsible and successful student. Your responsibilities for classwork include:

- Complete and turn in assignments on or before the due date.
- Talk to your parents about your homework.
- Pick, or create, in your home, an appropriate and quiet place to study.
- Schedule a regular time for working on homework.
- Listen to and follow instructions of teachers.
- Ask questions to clarify assignments **before** they're due.
- Take home everything you need to complete assignments.
- Use your planner to record homework.
- Know what to do (for each teacher) when you come back from being absent so that you get any missing assignments, understand the assignment, and know when it's due for you.
- Ask for help with homework that you don't understand.

Study Time

One of the most important things for you to do is:

- a) Set up a place at home where you can focus and work on schoolwork, and
- b) Set aside a specific time every day (the same time every day, if possible) to devote to learning.

If you don't have homework, spend the time reading or practicing math so that you don't get out of the habit of using that time for school.

Plagiarism

Sometimes there are stories on the news about cheating. These are upsetting. We know that honesty and integrity are important to you. We know that kids want to take pride in doing their own work, but we also know that often times kids are confused about what is, and isn't, cheating. We hope this information helps you:

Definition #1: Plagiarism is copying something without giving credit to the source or the original author.

Definition #2: Plagiarism is stealing.

Definition #3: Plagiarism is one form of cheating.

The Difference Between Quoting And Paraphrasing:

When you write a paper, you read a lot of material about the topic. This helps you examine all of the information about a topic so that you can understand it completely. By the time you have thoroughly researched what has been written, you'll start to form ideas of your own, see patterns, and be able to think about the topic in your own words.

Along the way, you probably took a lot of notes, copied articles, and searched the Web looking for information. The material you find and include in your paper is what you reference in your bibliography.

Quoting

Quoting means, "To state what someone else has written, word for word, using their original words." Sometimes something you read is exactly the point you want to make and is well written, so you want to use it directly. You can do so legally by quoting. Anything you directly quote must be put in quotation marks (" ") and referenced in the bibliography.

Paraphrasing

Paraphrasing means, "To say the same information as the original author, but in your own words." Sometimes you like the content of a paragraph or section of something you read, and want to paraphrase, or restate, it in your own words for your paper. Although it isn't illegal if you paraphrase in a paper, you should reference the original material as a courtesy. You don't need to use quotation marks unless the statement is word-for-word as it appears in your source, but if you paraphrase in papers required for school, you must acknowledge it with a footnote/endnote or parenthetical. Ask your Language Arts teacher or use these sources:

Reference: *Online Library Learning Center*
http://www.usg.edu/galileo/skills/unit08/credit08_03.phtml

Report Cards

Meridian is on a quarter/semester schedule with four grading periods, or quarters: November 1, January 23, April 14, and June 18. Report cards are sent home shortly after the end of each grading period.

Your grades are important information for your parents. Most kids accept this and give their report cards to their parents every quarter. Sometimes, though, kids are disappointed in their grades, or know that their parents will be disappointed, and so they don't give their report cards to their parents when they get home. We hope you have the courage to accept your grades and recognize that if you don't like your grades the power to change them is yours alone. In the long run, keeping your grades from your parents doesn't help and creates more problems for you.

Family Access to Student Information through the Skyward System: **Frequently Asked Questions**

Why should I use Family Access?

Family Access is a web based tool designed to enhance parent/ guardian and school communication. Parent use of the KSD Family Access web site is voluntary.

What information is available on Family Access?

One login allows parents/guardians to view the records of all students within a single family, even if they are at different (KSD) schools. Students and parents/guardians each have their own login information. Parents/Guardians of middle school and high school students can view:

- Student and emergency contact information
- Assignments and grades
- Attendance
- Class schedules
- Messages from the school office or teachers
- Vaccination records

How do I get Family Access?

Parents/guardians of 7th grade students will receive a letter from the child's school in early fall containing Family Access login names and passwords. Students will get their Student Access user names and passwords at school. For eighth grade students, login names and passwords are the same as last year. If you have questions regarding use of the Family Access on Skyward, contact the Counseling Office.

Schedule Change Policy

Our counselors do a great job of scheduling you into the classes that you need. Schedule changes can be done to balance out class sizes, for administrative purposes, or for medical reasons, but teaming makes schedule changes difficult. We won't process a schedule change to give you a different lunch, to be with friends, or to change teachers. If you have a **legitimate reason** to request a schedule change, see your counselor.

The following applies to schedule changes:

- Parents can request a schedule change by contacting the counselor.
- Generally, schedule changes will not be made once we've gone past the first week of the quarter.

Promotion/Retention Policy

The Kent School District promotion-retention policy #2421 is as follows:

The board expects all students to learn at the highest level possible. Standards for learning include both performance and content standards. Promotion is the result of students demonstrating a high level of

achievement toward the standard. The Kent School District will:

- Provide tools for the school staff to identify and monitor students who do not meet the standards; and
- Develop and provide programs that support remediation.

Students learn in different ways and at different rates so alternative instructional strategies, materials, and time lines must be considered and used when needed to help all students be successful.

When students do not meet the standards, the deficient areas must be identified, communicated, and addressed as early as possible. Clear and regular communication with parents is essential to develop the partnership between the home and school necessary to ensure student success. The periodic issuance of progress reports, grade reports, and/or parent conferences will serve as advance parental notice in the event that retention of a student is necessary.

Retention of a middle school student will be considered when the student has not satisfactorily completed the required curriculum prior to promotion to high school.

ATTENDANCE

Success in school is directly related to good attendance. We encourage you to have the best attendance possible.

Absences

Parents need to call the attendance office (253-373-7391) on days when you are absent. If we do not receive a phone call by 11:30 AM, the Kent School District will notify parents through an auto dialer or personal phone call that your child was absent from school. When you come back to school after being absent, bring a parent-signed note to the attendance office stating the reason for your absence, unless your parent called in your absence. **If you don't bring in a written note** within three (3) days of the absence, it will be considered truant. Your parents can request schoolwork **for absences longer than two (2) days.**

Excused Absences

Absences with a written parent note can be excused for the following: illness, legal or medical appointments, emergencies, and family trips **with one-week prior approval.** All others reasons are considered unexcused. If a student is out with an illness for four days or more a doctor's note is required.

Truancy/Unexcused Absences

Truancy is defined as:

1. An absence from school without parental knowledge or permission (all day or single class absences, or skipping)
2. An absence from school without contact from parent
3. An absence due to babysitting, oversleeping, missed the bus, etc. (even with a written parent note)
4. Being more than 5 minutes late to class
Teachers have the option of providing makeup work to students for unexcused absences, but aren't required to do so.

If you are truant, the following discipline applies:

1. First truancy of up to three periods will result in a student conference and/or parent contact and an appropriate school detention. The first truancy of more than three periods in a day will result in a parent conference and school detentions.
2. The second truancy will result in a parent conference and several school detentions
3. The third truancy will result in parent notification and in-school suspension. Additional truanies will be treated according to Kent School District Policy 3240.

Tardiness

Learning time is precious so we expect you to begin learning as soon as the bell rings. You'll be counted as tardy if you're not ready to learn when the bell rings. If you're more than five minutes late to class, you'll be counted as truant.

If you arrive at school after 8:35 a.m., (five minutes late to 1st period) you'll need to check in at the attendance office and get an admit slip before you go to class. The rules for excused and unexcused tardies are the same as those for absences. All tardies are recorded on your attendance record.

1. One unexcused tardy will result in a conference with your teacher.
2. Two unexcused tardies will result in a conference and a warning.
3. Three or more unexcused tardies will earn you an Honor Level infraction.
4. Chronic tardiness will result in a parent conference and referral to an administrator.

Early Dismissal

Parents will call ahead to the attendance office (253-373-7391) or send you to school with a parent-signed note stating the student needs to leave early. We will give you an Early Dismissal Pass. Have your parents meet

you in the attendance office to sign you out of school. Parents will need to show picture ID. Only those people on the student's emergency contact list will be allowed to sign out a student for early dismissal.

Withdrawal Procedure

If your parents want to withdraw you from Meridian, it's important that they follow a specific procedure:

- Get a withdrawal form from the attendance office.
- Have all your teachers sign the form and turn in your books.
- Return the form to the attendance office for final clearance.

Your school records will be sent to your new school when that school requests them.

COUNSELING SERVICES

Counselors

At MMS we believe that all students can benefit from the services offered by the counseling department. We have caring, concerned counselors available to assist you during the school year. Counselors can help you with scheduling and academic planning for the current school year, and can help you make plans for high school. To see your counselor complete a request form in the counseling/attendance office according to your grade level:

Mr. Binta	7 th grade students
Mr. Upchurch	8 th grade students

Where Everybody Belongs (WEB) Crew

WEB Leaders are 8th grade students who are good role models for students and who have been successful at Meridian. WEB Leaders are trained to work with 7th grade students and other new students who are entering our school throughout the year. WEB Leaders are given a group of 7th grade students to befriend and work with for the school year. They will help students by checking in with them, giving advice about being involved in and being successful at school, and planning social activities. WEB Leaders help facilitate school wide activities.

HEALTH/MEDICAL

Health Services/School Nurse

The nurse is in the building one and a half days each week. The health technician is available Monday through Friday, from 8:25 - 3:10. If you are sick or have a minor injury, report to your class first and get a pass from your teacher, then go to the nurse's office. If the health room is closed, come to the counseling/attendance

office. Do not leave campus without checking with the nurse and attendance office and do not call parents from cell phones or the classroom phones to go home. In an emergency (excessive bleeding, difficulty breathing, etc.), you should go directly to the health room.

Medication

If you're required to take **any** medication at school, you must bring the medication in its original container to the nurse's office with instructions and a signed medication form from your parent(s) and doctor. You will not be allowed, without permission, to have any medication, including aspirin, in your possession. Inhalers are the only exception and are allowed to be in the possession of the student when the above procedures are met. If you're in possession of medication without permission, you are subject to appropriate discipline.

Immunizations

In order to protect you from a number of childhood diseases, Washington law requires that all children admitted to public school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles) and mumps. If you have any questions, contact the school nurse.

DRESS CODE

Personal Appearance

One of the things we love about middle school kids is how differently you manage to express yourselves in the way you dress and present yourself to others. We're always focused, though, on preserving a positive learning environment and keeping our students safe. Modest and appropriate dress is an expectation at Meridian Middle School just as it is in a place of business. Inappropriate dress or appearance which causes a disruption of the education process or presents health/safety problems is not permitted.

All of the adults at Meridian are responsible for determining whether what you're wearing complies with the dress code. It's important that when an adult tells you you're violating the dress code you understand that it's not about you, but about what you've chosen to wear that day. If you're in violation of dress code, you'll be asked to change, borrow loaner clothes or call home for a change of clothes.

When picking out what to wear to school, choose moderate clothing - not the same outfits you'd wear to the mall or to a friend's party.

Here are Meridian's guidelines:

No clothing with inappropriate symbols (i.e. alcohol, tobacco, drugs, weapons, gang material, hand gestures, lewd pictures, profanity, etc.)

Hats, hoods, and sunglasses shall not be worn during the regular school day. This is a safety concern. School personnel must be able to readily identify students in the building and monitor student movement throughout the campus. This rule also helps to identify intruders.

- **Hats and headwear**
 - We make special exceptions for headdress for religious practices
 - Head bands, head scarves, head wraps are appropriate for school
- **Tops**
 - Shirts and bottoms must meet to cover the torso.
 - No narrow or spaghetti straps, one shoulder strap or halter tops.
 - Oversized arm pockets are also not appropriate for school wear unless another shirt is worn underneath.
- **Shorts, skirts and pants**
 - Shirts and bottoms must meet to cover the torso.
 - All "bottoms", for example jeans, pants, skirt, sweatpants, leggings, or shorts must cover buttocks and upper thighs
 - No pajama bottoms or pajama-like pants, bedroom slippers or blankets
 - No sagging pants
- **Jewelry**
 - Jewelry that can be used as a weapon or cause injury to another person is not allowed
- **Undergarments should never be visible**
- **Wear shoes at all times**



EMERGENCY PROCEDURES

Fire Procedures

When you hear a fire alarm, leave backpacks and personal items in the classroom, quickly line up and follow the lead of your teacher. Exit quickly and quietly according to the plan posted in the classroom. The staff member will take attendance outside. Wait for the announcement from the office before coming back into the building. If we have a fire, crouch low and exit to avoid smoke inhalation. Always be attentive and ready for a change of direction given by your teacher or other adults.

Earthquake Procedures

If you're in a building at the beginning of an earthquake, you should "duck and cover," crouching underneath desks and tables. If you can't get under a desk or table, crouch near an inner wall or under a doorway and cover your head with your arms.

Teachers in portable classrooms should turn off heaters and lights immediately to avoid the possibility of fire.

If you're outside at the beginning of an earthquake immediately get as far away as possible from buildings, other structures (like overhead wires) and trees, which might fall. Immediately after an earthquake, stay where you are until given further instructions.

Under no circumstances should anyone approach or re-enter any public building during or after an earthquake until instructed to do so by a person in authority.

North Field Evacuation/Bomb Threat Procedures

If administration feels there is a potential life-threatening situation inside the building, they'll call for a North Field evacuation. You'll be escorted by your teacher to a predetermined area on the football field. Stay with your teacher and class, and stay as quiet as possible to minimize potential injuries and confusion. Your teacher will take attendance while outside.

A command center, situated at the northern-most part of the field, will be set up to help with information, supplies, and medications.

Intruder Procedures

If a person(s) who has entered our building (or surrounding areas), is hostile, and poses a threat to the health and safety of Meridian students we will call in Intruder Alert. Staff members will lock all doors, shut and cover windows, and remain in Lock Down mode until notified that the danger has passed. It is essential during an Intruder Alert that you sit silently on the floor, against a wall, and follow your teacher's directions.

FEES AND FINES

Student Fees

All fees can be paid at the ASB/cashier's office.

Required fees: materials for art, woodshop, home economics, instrumental rental and cleaning, and music uniform cleaning.

Optional fees:

- ASB validation - \$15.00 (required for athletic and club participation, for a discount on Kent School District sporting events, yearbooks, and dances.)
- Yearbook - \$30, (\$25 with an ASB validation purchase)
- ASB and yearbook purchased together (prior to 12/20/19- \$40

The ASB office also has a limited supply of school items (notebooks, pens, pencils, note cards, and fabric book covers), spirit items, and spirit wear available for purchase.

Student Insurance

School Accident Insurance is available at a cost of \$10.00 - \$170.00 (subject to change). A brochure will be available to explain student insurance and give exact fees.

Textbooks and Fine Policy

You'll be issued textbooks in most of your classes and are responsible for keeping them in good condition. Most textbooks are valued at \$50 or more so **we require that all textbooks be covered.**

The textbook and materials fine policy is:

- When a book is issued, fill out a "Textbook Check-Out Card" and write down any and all damage.
- You'll be fined for abuse beyond normal "wear and tear" as follows:
 - Full replacement cost on lost property, and/or property so damaged that it's unusable. This applies to textbooks (five years old and newer) and materials in: science, art, shop, industrial technology, home economics, and health/fitness, including PE and shop locks, athletic equipment and uniforms, sheet music and music uniforms, supplemental paperbacks, maps, atlases, audio-visual material, and library books.
 - Half replacement cost on textbooks more than five years old.
- You'll also be fined for the cost of damage or repairs to major equipment such as: shop power tools, musical instruments, and computers.

- Damage to textbooks will range from \$1.00 to \$5.00 for moderate damage, \$5.00 for heavy damage, and from \$10.00 to \$12.00 if the book must be rebound.
- If you owe a fine at the end of a grading period, your report card will not be issued until the fine has been paid.
- All fines will have to be paid before you can register for high school.

If you lose a textbook during the year you won't be issued a new one until you've paid, or made arrangements to pay, for it. A textbook will be available for use during class. If the book is returned, you'll be reimbursed.

FOOD SERVICES

Eating and drinking is only allowed in the MP room. You're not allowed to eat or drink inside the building unless given permission from a teacher or other staff member.

Breakfast

Served daily, at a cost of \$1.75, from 8:00 - 8:25 A.M. The cafeteria doors open at 8:00 A.M. Students may get in line to purchase breakfast items at this time. Students needing to use the restroom before school may use the restrooms in the courtyard.

Lunch

The cost of a hot lunch is \$3.00. You may pre-pay for school lunches with a check to the kitchen, payable to Meridian Middle School. Your parents can also pay on-line at "Lunch Money Now" on the school/district website. Food is charged to your account by your use of your student ID number (found on your schedule.) Reduced prices for breakfast and lunches are available. Applications for free or reduced meals are available on-line or in the main office.



MMS LIBRARY MEDIA CENTER

Library Hours:

Monday thru Friday 8:20 am to 3:20 pm

The Library Media Center contains a variety of information sources for you to use for research as well as recreation. These resources include:

- 9,000 plus books, from specialized reference material to works of fiction for recreational reading.
- E-books provided thru Makin Via and King County Library system. The books can be accessed on any computer, phone or e-reader with the downloadable app. Students have access to thousands of books, both fiction and non-fiction.
- We have an on-line magazine database, ProQuest Direct, which is an internet based collection of over 8,000 magazines, newspapers and journals. ProQuest also contains the World Book Encyclopedia, and a general science and health collection.
- In addition we also have access to a variety of databases. These include Discovery Education, which includes educational videos for grades K-12. SIRS Discoverer, a database which has print and web resources that are leveled and checked students for reading and grade level appropriateness. Also included is the Atomic Learning database, this database includes thousands of tutorials on an extensive variety of software and computer based applications.

Library Rules

Our Library Rules follow the MMS core values.

- **Respect**
- Keep your voice at a moderate level, treating everyone politely.
- **Ownership**
- Share your resources, your expertise, your knowledge.
- **Achievement**
- Don't be afraid to ask questions. That's *how* you learn!
- **Responsible**
- Put everything you use back in its proper place before you leave the library.

Book Checkout Information

- Using your student ID card, you may check out two books at a time.
- Books are checked out to you for a period of 21 days.
- You may renew books and place holds only at the library checkout desk.

Overdue Books

You will be sent overdue notices once a month in your second period class. You may also receive reminders in your school email to return your overdue book.

Fines and Fees

The Library Media Center does not assess daily fees for overdue books. Your name and book information is sent to the ASB cashier, if your book is overdue for more than 8 weeks. You will be fined for the replacement cost of the book. . If the book is returned in good condition all fines are waived. Books that are returned damaged can be charged for repair or replacement cost. You will be fined for the replacement cost of the book, if it is unable to be repaired. Damage to books will be assessed a fine ranging from a basic repair fee of \$2.50 to the replacement or rebinding cost of the damaged book.

PERSONAL PROPERTY

Locks and Lockers

All students are assigned a locker at the beginning of the year. If your locker is not working properly (e.g. not latching, difficult to open, sticky combination) report this to the office immediately.

- Lockers are school property and may be opened by school authorities at any time. When it is necessary, we will have periodic locker inspections.
- You may not change lockers without permission from the office.
- **Do not tell anyone your combination!** Generally, students will not be assigned a new locker because someone else knows the combination.
- The lockers should not be marked on or decorated inside with anything that cannot easily be removed. Lockers are not to be decorated on the outside.
- You should not keep money or other valuable items in your locker.
- If you have forgotten your locker combination, you will find it in Skyward when you log in. The main office staff can look it up also. It's a good idea to secretly record your combination to avoid interrupting the office staff.

P. E. Lockers

Everyone is required to purchase a lock to secure belongings. Locks may be purchased from the ASB Cashier. After using the lock at Meridian for two years, the lock may be given to your siblings to use at Meridian or it can be donated to the school. All locker rules apply (see previous section). If your lock is lost you will need to purchase another lock. Personal locks are not allowed.

Lost-and-Found

There is a lost-and-found container in the MP Room and one in the P.E. area. Small items should be turned in and picked up in the main office. At the end of each term, items left in the lost and found will be donated to a local charity. The school is not responsible for your lost or stolen items. We advise you not to bring valuable items to school.

Personal Electronic Technology

Telephones

The office phones are for school business. If you need to call home because of illness, you may use the phone in the health room.

Cellular Phones

Please see the attached cell phone policy

We recognize that many of you are involved in activities before and after school and that communication with parents is important. You may use cell phones before and after school, outside of school buildings. Once you enter the building or the first bell rings at 8:20 your phone must be silenced and concealed.

Cell phones are to be silenced, and not used during the school day. If this rule is violated, the cell phone may be taken by a staff member and turned in to the main office. Meridian is not responsible for lost or stolen cellular phones.

**The same rule applies for headphones/earbuds. They must be put away once the student enters the building.

- Speakers are not allowed at school.

Other Electronic Devices

Laptops, handheld computers, and personal digital assistants (PDA's) may be used in support of educational purposes. Consistent with Policy 2002 (Acceptable Use of Electronic Systems) and Policy 3240 (Student Conduct Expectations) the school reserves the right to limit the use of portable electronic devices, specifically when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network.

Portable electronic devices have educational and monetary value. Students who use these devices are prohibited from trading, selling, or lending these devices to other students. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned or stolen.

Disciplinary action for a violation involving personal electronic devices will be consistent with standard district and school policies and procedures. Violation of this policy can constitute cause for revoking privileges to use portable electronic devices at school, suspension of access to Kent School District electronic equipment, or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

Lasers, music players, or other electronic devices are not part of the instructional program and will not be allowed in school. They will be confiscated and returned only to a parent or guardian.

STUDENT ACTIVITIES/ATHLETICS

All students who are holding a leadership position at MMS (such as ASB officers, WEB Leaders, athletics etc.) are required to sign a statement committing to not using drugs or alcohol (including at off campus events where drugs and alcohol are present). Student leaders must not get involved in major infraction(s) of school rules (vandalism, cheating, etc.). Failure to uphold your commitment may result in a loss of your leadership position.

Meridian Sportsmanship

Meridian has a reputation for the highest level of sportsmanship. Besides excellence in athletic skill, Meridian believes in excellence in attitude. We welcome our opponents and show them we are the best. As such, we are gracious in defeat and humble in victory. Each of you can maintain this proud Meridian tradition of sportsmanship.

Athletic Registration

To turn out for athletics you must first register by doing the following:

1. A completed on-line athletic registration must be done prior to your first day of turn out. Insurance is also required. You may purchase this through the district or provide your insurance policy number.
2. Have a current physical examination, completed after June 1 before the current school year.
3. Purchase an ASB validation card.

Athletic Schedule 2019-2020

Games start at 3:45 p.m. except gymnastics and wrestling which start at 4:00 p.m.

SEASON 1 - First Turn Out 08/29

8th and 7th Grade Girls Volleyball

Head Coach: Mike Judd

8th and 7th Grade Football

Head Coach: Bobby Jennings

SEASON 2 - First Turn out 11/4

8th and 7th Grade Boys Basketball

Head Coach: Mike Judd

8th and 7th Grade Girls Gymnastics

First Turn out 10/30

Head Coach: Leonard Riley

SEASON 3 - First Turn Out 1/27

8th and 7th Grade Girls Basketball

Head Coach: Mike Judd

8th and 7th Grade Wrestling

Head Coach: Dan Wright

SEASON 4 - First Turn Out 4/13

8th and 7th Grade Boys and Girls Track

Head Coach: Bobby Jennings

8th and 7th Grade Boys Soccer

Head Coach: Holly Hoel

8th and 7th Grade Girls Soccer

Head Coach: Katie Lobdell

League Membership

Meridian Middle School is a member of the Kent-Tahoma Middle School League. Member schools are:

- Cedar Heights "Timber wolves" (CH)
- Mattson "Mustangs" (MA)
- Meeker "Pioneers" (MK)
- Northwood "Jaguars" (NW)
- Meridian "Monarchs" (MMS)
- Mill Creek "Bulldogs" (MC)
- Tahoma "Bears" Blue (TB)
- Tahoma Bears" Gold (TG)

MONARCH FIGHT SONG

Fight on, Monarchs!

Fight on to fame.

Go, go, Monarchs!

Win us this game.

Beat those_____with all your might!

Go, go, Blue and Gold!

Fight so brave and bold!

Monarchs will win them all.



Conduct for Student Athletes

A 2.0 cumulative/last-term GPA requirement, in addition to WIAA requirements are necessary to participate in Meridian athletics.

If you decide to participate in the athletic program of the Kent School District you're required to comply with the rules and regulations and to submit to the reasonable discipline of school authorities. If you registered and/or participated in a school athletic program you are subject to the athletic conduct and control for student athletes from the time of your first participation until graduation from senior high school.

Any student athlete who knowingly does something that significantly interferes with, or is harmful to, the successful operation of the school's educational and athletic program, will be subject to athletic discipline, probation, suspension or expulsion.

The following acts by a student athlete on school premises (or reasonably close to), or off school grounds at any school-sponsored activity, will result in athletic discipline, probation, suspension or expulsion: disruptive

conduct, disobedience of reasonable instructions of school authorities, refusal to identify oneself, unauthorized absence from a turnout or game, cheating, immoral conduct, vulgarity or profanity, destruction or defacing of property, extortion, intimidation or harassment (including racial/gender) of another student or employee, weapons, and the commission of any criminal act as defined by law.

The following acts by a student athlete on or off school premises will result in athletic probation, suspension or expulsion: Use, sale or possession of tobacco, alcoholic beverages, or drugs and/or related paraphernalia. Possession includes both physical and constructive possession.

Student athletes suspended or expelled from school must be reinstated to athletic participation when reinstated to school, if the act is not related to athletics. Also, if a student is suspended from school, he/she is also suspended from athletics and even though back in school pending appeal, he/she is still subject to athletic discipline.

First Violation: In Season

Means of Discovery: Investigative

- Actual possession/use/sale: expulsion to 25 days or length of current season, whichever is longer.
- Constructive possession: expulsion to 20 days or length of current season, whichever is longer.

Means of Discovery: Self-Admittance

- Actual Possession/use/sale - Suspension to 25 days/10 days maximum may be held in abeyance by principal
- Constructive possession - Suspension to 20 days/12 days maximum may be held in abeyance by principal.

First Violation: Out of Season

The student athlete will be placed on suspension for the first fifteen days of practice during the next sports season in which the student athlete participates; also, the student athlete will miss the first interscholastic competition following the suspension if no interscholastic competition falls within the suspension period.

Second Violation: In Season or Out of Season

Whether in season or out of season, a second violation of the athletic code for alcohol and/or substance abuse, will result in expulsion from all sports in the Kent School District for one calendar year. If a student athlete completes drug/alcohol dependency assessment and the recommendations that follow, the principal may reduce the discipline to suspension from the first 50% of games/contests for the next completed sports season.

Third Violation: In Season or Out of Season

Whether in season or out of season, a third violation of the athletic code for alcohol and/or substance abuse will result in expulsion from all sports in the Kent School district.

Dance Team (Jeannie Kirkham)

Dance team is open to all 7th and 8th grade students with a 2.5 GPA or higher for the first semester and third quarter of the current year. The purpose of the Dance Team is to provide an opportunity for leadership, school and community service, and create spirit among students at Meridian Middle School. Try-outs will occur in the spring.

Student Council

The Associated Student Body (ASB) promotes positive student relations, plans activities, and raises funds for student activities. It is composed of the president, vice-president, secretary, and grade level senators. Each student is encouraged to be actively involved.

School Activities

Meridian has a variety of clubs for student participation. Clubs include:

ASB	WEB Crew
Dance Team	Battle of the Books
Jazz Band	Book Club
Art Club	Bible Club
Fitness Club	Makers Club
Science Club	Chamber Orchestra

After-School All Stars

The After-School All Stars is an after-school program provided in partnership Kent Parks. The program is open to all students and runs on Mondays from 3:10-5:00 and is held at Meridian. Sign-up forms and details will be available in the front office. Get involved in activities such as basketball and cooking and more by joining the dynamic and exciting After-School All-Stars program.

Field Trips

Throughout the year students are offered the opportunity to attend a field trip as an extension of their education. Field trips are planned for educational purposes to meet instructional objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Student attendance on a field trip is subject to qualifying conditions established by the field trip sponsoring teacher(s) and may include, but not be limited to, the following: Honor Level status, attendance and grades. These conditions will be communicated to students in advance of the field trip.

In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. Students will be held to the same behavior expectations, and subject to the same discipline sanctions, that apply when on campus. All bus rules and expectations as adopted by the School Board also apply to student behavior on the bus when being transported to and from a field trip.

TRANSPORTATION

School bus regulations are designed to ensure safe transportation to and from school and school-sponsored activities for students who ride Kent School District buses. You can only ride your assigned bus and ride to/from your assigned stop unless you've received permission ahead of time by the Transportation Department. **You are required to present your bus pass/picture ID each time you board the bus.** Bus route identifiers are printed on the picture ID cards of eligible students.

If your student loses their bus pass, a temporary bus pass may be obtained from the main office. This replacement bus pass may be used for a period of five days. Students will be denied transportation home from school if they do not have a new ID card after the five-day grace period. Replacement bus pass/picture ID cards are \$5.00. Safe and respectful behaviors are to be practiced to/from bus stops. Video/audio recording systems are installed on all regular routes as to monitor and document your behavior.

Bus Service

If you live 1.75 or more miles from school, you will be provided bus service to and from school. Buses leave Meridian **promptly** at 3:15 p.m. so please keep track of your time after school.

All school rules apply on the bus and at the bus stop.

Bikes/Skateboard/Scooters/Skates

You can ride bikes, skateboards, scooters and/or skates to and from school, but are not allowed to ride any of these on school grounds. You must get off bikes, skateboards, and scooters, or take off skates, and walk on campus. You need to store your bike in the bike racks secured with a personal lock. Skateboards, scooters or skates must be in your locker during school hours, but remember, Meridian isn't responsible for lost or stolen student property. **Motorized scooters of any kind are not permitted on campus.**

Use of Autos

Middle School students can't drive to school or to school activities in any motor vehicle. You also shouldn't come to school in a car driven by someone other than a parent,

guardian, or an authorized adult (with written parental permission).

STUDENT USE OF SCHOOL/DISTRICT OWNED TECHNOLOGY

Electronic Resources

The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Kent School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources to promote appropriate and responsible technology use in support of the mission and goals of the Kent School District and its schools. It shall be a violation of this policy for any student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

User Responsibilities

- Use of the electronic resources provided by the Kent School District is an expectation and privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of these procedures.
- All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Kent School District.

Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work.

- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner.

- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

Consequences for Violating Electronic Use Agreement:

Infraction plus the following:

- **1st Offense** - Planning room referral/plan of improvement form
- **2nd Offense** - 3-day restricted computer license (computer does not go home) and
- **3rd Offense** - 5-day restricted computer license (computer does not go home) and
- **4th Offense** - 1-month restricted computer license, and tech use review board
- **5th Offense** - Indefinite restricted license, tech use review board, and/or in/out of school suspension

Consequences may be imposed up to and including restitution and short or long term suspension for exceptional misconduct, at administrative discretion.

STUDENT BEHAVIOR

Meridian's Core Values

Respect

Ownership

Achievement

Responsibility

Scope of School/District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district, criminal acts, and/or violations of school rules and regulations are subject to disciplinary action by the school and prosecution under the law.

The following rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s);
- Off school grounds at a school activity, function, or event;
- On or off the school grounds at any time if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school vehicles, or any other place while under the authority of school personnel.

Expected Student Behaviors

Cafeteria

Lunchtime at Meridian is a very busy time. Over 200 students eat lunch during a short half-hour period. This is a social time for you, but must also be a time of controlled behavior and good judgment. Lunchtime will be a pleasant experience for all, if everyone keeps the following in mind:

- During the 1st weeks of school, enter the MP room with your 4th period class and sit in the seats assigned for your class.
- Wait to be dismissed to the lunch lines.
- Take your place in line without "cutting."
- When finished eating, clean your area
- Talk in normal tones rather than loud voices.
- Avoid pushing, shoving, horseplay at all times.
- No throwing of food or garbage.

Assembly

Assemblies are a privilege and only students on Honor Level One and Two are allowed to attend. When an assembly begins with the singing of the National Anthem, rise quietly and listen respectfully as the anthem is performed. At pep assemblies we expect you to quickly get quiet when someone is holding the microphone and then listen for directions or information. Meridian students participate in assemblies with positive, constructive spirit and sportsmanship. Booing and put-downs are not acceptable. You should yell during competitive cheers and games, but be quiet and attentive when someone is talking on the microphone or when anyone is performing. When Meridian hosts assembly guests or fellow students are performing, we expect you to demonstrate appreciation and respect for their presentation and talents. The following assembly behavior expectations apply (teachers will sit with their class to monitor expected behaviors):

- Enter and leave assemblies in an orderly manner so that no one is injured.

- At the end of an assembly, wait for your row to be called to stand. Stand and wait to be dismissed. Walk down the bleachers and leave through the door to which you're directed.
- Students with health issues will be allowed to sit on the first row or floor seating.
- Walk outside the boundaries of the basketball court to help preserve the floor finish. Inappropriate behavior during an assembly will result in:
- Immediate removal from assembly with possible additional consequences, including but not limited to:
 - Lunch Detention, After-School Detention, ISS, or out-of-school suspension
- Loss of future assembly privileges.

Hallway

All students are in the hallways at the same time with four minutes to get to their next class. It's important that our hallways are kept clear of congestion, and that student behavior is appropriate and safe:



- Carry a hall pass completed by a staff member.
- No roughhousing or horseplay, including tripping, hitting, and pushing. Horseplay often leads to a fight.
- Move continuously through the hallways without stopping to gather and/or socialize.
- Use normal voices in the hallways.
- Close your locker by holding up the lock mechanism and closing it gently instead of slamming it shut.

Pedestrian

You are under the jurisdiction of the school and district until you get home from school. Your behavior to and from school not only represents you to other people, but represents our school. It's important that your behavior on the way to and from school is appropriate and safe. Cross streets only at designated crosswalks and obey crossing signals when available. Walk and/or ride on sidewalks when available, and safely on the side of the road when not available. Blocking traffic is unsafe and creates frustration for drivers that reflects poorly on Meridian. Disciplinary action may be imposed for unsafe and/or inappropriate pedestrian behavior.

Classroom

Each one of your teachers is free to establish rules and expectations for their classroom, and to assign in-class discipline for violations. The following are basic expectations for all students:

- Be on time and ready to learn when the bell rings.
- Be respectful of your peers and teachers at all times.

- Be prepared for class - assignments and homework completed with appropriate materials.

Progressive discipline for violations of expected classroom behavior:

- Warning and redirection.
- Time with the teacher before or after school. (extended period, or EP) and an action plan.
- Failure to complete an EP or an action plan as assigned could result in a doubled EP, infraction, or a call home to you parents.
- A phone call home, note home (signed and returned), or letter to parents when unable to reach them by phone or e-mail.
- Accumulation of three or more detentions may result in an administrative referral (which could result in In-School Suspension)

Note: Some behavior, such as not cleaning up after work, or failure to follow laboratory instruction, have logical consequences. Such consequences will be used in place of, or in addition to, the other steps when appropriate. Some steps may be skipped depending upon the seriousness of the action or past behavior.

School-Wide

- Walk inside the building and to lunch.
- Stay in designated areas during lunch.
- Eat food only in the cafeteria unless teacher directed.
- Public displays of affection are not allowed.
- Laser Pointers, electronic games, radios, or MP3/ipod players are not allowed. Staff and/or security will confiscate the item.
- Permanent markers/Sharpies are not allowed unless requested by a teacher.
- Spraying of perfume and/or scented sprays are not allowed because many of our staff and students suffer from allergies and experience adverse health effects when exposed to these substances.
- Meridian is a no gum school because cleaning gum off of furniture and floors is time consuming, expensive, and gross! You may not chew gum anywhere on campus.
- Students may drink water during the school day. It must be in a clear container that has a lid or can be closed. Beverages besides water must be consumed in the MP room during breakfast or lunch. Keep water bottles in your locker when in the halls or library.

Students whose behavior constitutes a substantial disruption to the educational process and/or who pose a serious safety threat to themselves, other students and/or employees of the Kent School District will be immediately emergency expelled and/or long-term

suspended. Repeated, multiple or severe offenses may result in expulsion. Individual extraordinary circumstances will be considered before a final decision is made.

Harassment-Free Environment (District Policy 3209) It is the policy of the Kent School District that all students should be able to attend and learn in a school setting free from all forms of discrimination, including sexual and racial harassment. All students have the right to be free of unwelcome conduct based on gender or race that is sufficiently severe or pervasive to alter the conditions of the student's education and to create an abusive educational environment. No student should be subject to unsolicited, unwelcome, or offensive conduct, either verbal or physical, of a sexual, religious, racial or ethnic nature or based on disability. Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual or racial nature, graphic, degrading or demeaning sexual or racial comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

Students engaging in any act, which harasses or discriminates against another student because of race, color, national origin, sex, religion, creed, marital status, or the presence of a physical, mental or sensory disability, shall not be tolerated. Such conduct is specifically prohibited. Appropriate, immediate corrective action reasonably calculated to end the harassment shall be taken by the district for any such conduct.

Any student who experiences conduct of this sort, or who feels that his or her school environment has become a hostile environment, has a duty to immediately bring the matter to the attention of the school principal, school staff member, Safety officer or law enforcement personnel. All concerns will be investigated promptly and the student and witnesses shall not suffer any retaliation or reprisal for reporting good faith complaints.

Gang-Related Behavior and Gang Activity

A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity

and or a group name; claim a physical territory; and engage together in one or more forms of antisocial behavior and or criminal activity on a regular or ongoing basis. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again. Subsequent violation of this policy (Violation of Policy 3246, Gang Activity) will result in discipline, suspension or expulsion. Such decisions will be based upon knowledge of current practices and trends.

We Tip - An Anonymous tip line

The KSD Security Team and Risk Management have formed a partnership with "We Tip". "We Tip" provides an anonymous 24-hour toll-free crime hotline for students, staff, and community members who have information about a crime. If you have information regarding vandalism, drugs, weapons, and other crimes call (800) 78-CRIME.

STUDENT DISCIPLINE

Honor Level System

The Honor Level System is designed to encourage and reward appropriate student behavior by allowing all students the opportunity to earn special privileges for respecting one another, school rules, and school property. All staff members enforce behavioral expectations as consistently as possible. The number of infractions in the past 14 calendar days (starting from the date of each student's last infraction) determines your honor level.

Consequences are associated with the number of infractions earned. The consequences depend on the nature, severity, and number of the inappropriate behaviors.

Honor Level One = 0-2 Infractions

An Honor Level One student demonstrates responsible self-management and consistently meets behavioral expectations. This student is recognized with special privileges like free ice cream, school supplies, attendance at school activities, etc. Most MMS students are on Honor Level One or Honor Level Two.

Honor Level Two = 3 Infractions

An Honor Level Two student occasionally has difficulty meeting the behavioral expectations and may have two

or three minor infractions in a two week time period. A student on this level can participate in regular activities.

Honor Level Three = 4 or more Infractions

An Honor Level Three student is one who is having difficulty meeting the behavioral expectations and has earned several infractions in a two week period. A student on Honor Level Three is restricted from after-school activities like games, dances, and club meetings, and from school assemblies.

Students who are suspended or assigned to in-school suspension (ISS) are automatically placed on Honor Level Three and cannot participate in any school activities for up to fourteen calendar days. The fourteen days begin at the end of the suspension period as long as there are no other infractions, suspensions or in-school suspensions during the fourteen calendar days.

Infractions

Infractions are assigned when students aren't meeting Meridian's Core Values and are not following our expectations. The following is a list of how a student might earn infractions:

- Disrespect
- Offensive/Inappropriate language
- Defiance/non-compliance
- Misuse of school property
- Technology Violation
- Tardy to class
- Dress code violation
- Physical Contact
- Disruptive behavior

Honor Level Consequences

Please note: Each additional infraction within 14 calendar days moves a student to the next consequence.

- Lunch detention
- Two Lunch detentions
- Lunch detention, and after school detention
- Administrative Intervention
- Partial day ISS (includes lunch detention)
- Full day ISS

Parents will be contacted within 24 hours by the teacher that writes the infraction.

Mechanics of the Honor Level System

To determine the discipline to be given, we look at what has happened in your record for the past two weeks. The more infractions you've received, the more discipline assigned.

You will receive a lunch detention reminder slip in your 3rd or 4th period class (depending on which lunch you have). By choosing to remain infraction free for two

weeks, you will be back on Honor Level One and be able to start over with a "clean slate."

You have the opportunity to return to Honor Level One by demonstrating a positive change in behavior and by not earning any infractions for at least two weeks. We set up rewards to give students motivation to move to Honor Level One.

Discipline Sanctions

See page 24 for Kent School District Discipline Policy and Guidelines for School Sanctions

ROAR Room

We take learning very seriously at Meridian and are committed to preserving a positive learning environment in our classrooms. Students who are continually disruptive and/or interfere with the education of others will be sent to the ROAR Room. A ROAR Room referral serves two purposes: first, it removes you from the classroom so that the teacher can return to teaching and the other students can focus on learning; second, it provides you with some quiet time to reflect on your behavior and a quiet place to do school work. While in the ROAR Room you may be asked to complete a Plan of Improvement. If you don't complete it seriously, you'll be asked to do it over.

- **1st Visit:** Contract (covers classroom expectations and behavioral rules), review of Plan of Improvement (copy made for file), and parent contact by the ROAR Room supervisor and/or the classroom teacher.
- **2nd Visit:** Same as in 1st visit, and possible parent conference scheduled by referring classroom teacher.
- **3rd Visit:** Same as in 2nd visit, and administrative referral and possible suspension.

After-School Detention (3:15-4:15 Thursdays)

Students are assigned After-School Detention as a consequence for the third infraction within 14 calendar days. You'll be given a reminder to serve the After-School Detention **the day before the required date**. You should tell your parents the night before of the required detention date. After School Detention will be held in the ROAR room or room 52. You must report to the detention room by 3:15 p.m. and will be expected to stay until 4:15 p.m. Parents and/or students must provide their own transportation home.

Restorative Justice Practices

Meridian offers students options for community service, peer mediation and conferences with teachers as part of school consequences.

In-School Suspension (ISS)

Students are suspended for extreme behavior violations and for chronic misbehavior. Some suspensions from school are out-of-school. In-school suspensions are intended to keep misbehaving students in school while under suspension.

Placement in ISS is a consequence for the 4th and 5th infraction of the Honor Level System, but is also at the discretion of an administrator. Teachers will provide schoolwork for you while in ISS. If a student is placed in ISS and fails to comply with the rules and guidelines (working quietly on assignments, etc.), immediate out-of-school suspension will be applied. **Students in ISS are automatically placed on Honor Level Three and cannot participate in any school activities for up to fourteen calendar days starting at the end of the in-school suspension. Students are not allowed to participate in any after school athletics on the day(s) he/she is serving In-School Suspension. Additional infractions will impact your return to Honor Level one.**



Reinforcement of Good Behavior

Rewards for good behavior are important. Honor Level One and Two students earn the privilege of attending after-school activities and assemblies, including the end-of-the year assembly and party. Students who don't earn any infractions are recognized quarterly.

Teachers are encouraged to reinforce positive student behavior by sending good work slips to parents, using appropriate positive comments on report cards and progress reports, and sending positive postcards home. Staff also recognize students exhibiting good behavior with Thanks and Gratitude (TAG) slips and with Core Value PAWS. The TAGs are turned in for prizes and The PAWS are posted at each teacher's door.

The Meridian staff will nominate and select Students of the Month, Students of the Quarter and Students of the Year in each subject area. These students will receive a certificate and recognition.



FOR PARENTS

Academic Information

All students are required to have a 3-ring binder and to maintain their Outlook Calendar with assignments/ tests and projects.

Suggestions for parents to help with homework are:

- Know the homework expectations of each teacher.
- Provide an appropriate and quiet place to study.
- Create a study time for the entire family.
- Assist students in developing a routine to ensure they bring home all required assignments, books, and materials.
- Assist students with organizing their material and assignments once they are home, and remind them to complete and return them to school on time.
- Contact teachers, via their e-mail addresses or voice messaging, if you have concerns about homework. (Each teacher has a phone in their room and utilizes e-mail daily.)
- Ask for assignments when a student has been absent for three consecutive days.

Report Cards and Monitoring Your Child's Progress

Parents are encouraged to mark their calendar with quarter ending dates. Please contact the teachers if you have any questions about your child's progress. Each teacher has an e-mail address and phone number. Please pick up a phone list in the main office.

Attendance

Parents must notify the attendance office on days when their child is absent. The Kent School District's auto dialer or an office secretary will call to inform parents of their child's absence if parents have not called by 11:30 AM. If a parent has not called, they must send their child to school with a parent-signed note to the attendance office stating the reason for the absence. (See "excused absence" in the student section, under "attendance".) Failure to call or bring a written excuse

within three days will be considered truancy. For extended absences, of more than two days, a parent may request assignments. Please allow twenty-four hours preparation time for the teachers.

	Classroom	School-wide	Hallway	Assembly	Bathroom	Cafeteria	Office	Arrival/Dismissal
RESPECT	<ul style="list-style-type: none"> •Raise your hand to speak •Follow classroom expectations •Use materials for their intended purpose 	<ul style="list-style-type: none"> •Communicate using appropriate language •Use appropriate voice level •Maintain others' personal space 	<ul style="list-style-type: none"> •Respect artwork & posters on the wall •Use an "inside" voice 	<ul style="list-style-type: none"> •Stay quiet when the speaker has the microphone •Listen to the speaker(s) •Respond appropriately to the speaker 	<ul style="list-style-type: none"> •Dispose of all trash properly •Keep the facilities neat and clean •Choose an appropriate time to use the bathroom •Give others privacy 	<ul style="list-style-type: none"> •Stay seated until your table is dismissed •Wait your turn in line •Listen quietly to the speaker •Use an "inside" voice 	<ul style="list-style-type: none"> •Sit quietly and wait your turn •Use manners like "please" and "thank you" •Ask before using the phone 	<ul style="list-style-type: none"> •Keep hands and feet to yourself
OWNERSHIP	<ul style="list-style-type: none"> •Bring all supplies to class •Share your knowledge •Sit up and track the speaker 	<ul style="list-style-type: none"> •Report concerns to an adult •Arrive/leave campus at designated times (8:00 AM-3:20 PM) •Keep campus clean by picking up and throwing trash in the garbage 	<ul style="list-style-type: none"> •Help others •Use passing time wisely – be on time. •Keep hands to yourself 	<ul style="list-style-type: none"> •Clap/cheer when appropriate •Keep aisles clear •Walk inside the green line– stay off main court 	<ul style="list-style-type: none"> •Practice good hygiene •Keep bathroom clean •Use time efficiently 	<ul style="list-style-type: none"> •Keep food on tray or table •Recycle materials correctly •Clean up your area after you are done 	<ul style="list-style-type: none"> •Check in/out of school through the office 	<ul style="list-style-type: none"> •Go directly to your bus •Remain in assigned area •Take care of school property •Arrive/leave campus at designated times (8:00 AM-3:20 PM)
ACHIEVEMENT	<ul style="list-style-type: none"> •Have materials out and ready for the lesson •Use Outlook for each class every day •Complete assignments to best ability 	<ul style="list-style-type: none"> •Follow staff expectations •Ask for help •Actively listen and participate in all activities 	<ul style="list-style-type: none"> •Read signs and posters to get more information about school events •Plan locker stops 	<ul style="list-style-type: none"> •Actively engage in presentations •Focus on understanding the events that are taking place 	<ul style="list-style-type: none"> •Return to class promptly •Have a hall pass 	<ul style="list-style-type: none"> •Listen to announcements •Make healthy meal choices •Have positive conversations 	<ul style="list-style-type: none"> •Listen and receive adult feedback •Ask about and use available resources •Complete classwork while waiting 	<ul style="list-style-type: none"> •Have positive conversations
RESPONSIBILITY	<ul style="list-style-type: none"> •Be ready to learn when the bell rings •Get make-up work when you are absent •Return borrowed materials 	<ul style="list-style-type: none"> •Follow staff expectations •Follow dress code •Cell phone/music device silenced and concealed •Keep hands, feet, & pens/pencils off the wall 	<ul style="list-style-type: none"> •Use hall passes •Walk on the right-hand side of the hall •Use your own locker and keep combination to your self 	<ul style="list-style-type: none"> •Keep yourself & belongings in your own space •Move up and down the bleachers safely •Stay seated until dismissal 	<ul style="list-style-type: none"> •Use restroom for intended purpose •Return to class promptly •Wash your hands with soap and water •Notify staff of any issues 	<ul style="list-style-type: none"> •Sit at your assigned table •Food and drink remain in cafeteria •Maintain a clean cafeteria 	<ul style="list-style-type: none"> •Check in with front office staff •Keep belongings out of the way of others 	<ul style="list-style-type: none"> •Keep personal belongings with you •Enter doors on right, exit on left •Alert an adult of unsafe situations

Compulsory Attendance Law

Parents of any child eight years of age and under eighteen years of age will cause such child to attend school and the child will have the responsibility to attend for the full time when school may be in session, unless the child is enrolled in an approved private school or is receiving home-based instruction. If a parent enrolls a child who is six or seven years old in a public school, the child is then required to attend and that parent has the responsibility to ensure that the child attends school while it is in session.

Exceptions may be granted by the superintendent for children who are fifteen years of age or older if the child has the following circumstances:

- The student is physically or mentally unable to attend school;
- The student is attending a residential school operated by the Department of Social and Health Services;
- The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- Upon approval by the student's parent for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization for up to two days per school year without any penalty;
- The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to R.C.W. 13.64;
- The student has met graduation requirements;
- The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district will not require enrollment in coursework which exceeds the enrollment time necessary for a student to meet established course, credit and test requirements for high school graduation.

Excessive absences could result in violation of the State's Truancy Law RCW 28A.228.020. Students deemed truant will be referred to the King County Prosecuting Attorney's office.

Kent School District Discipline Policy

KSD supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of students. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action for misconduct must reflect good faith effort on the part of the staff.

All certificated teachers, school administrators, school bus drivers, and any other school employees designated by the board shall have the authority to discipline students for any disruptive or disorderly conduct while under his/her supervision on or off the campus. The sanctions will be the same whether the violation was on or off campus.

No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading.

Corporal punishment is not authorized, but district staff may use reasonable force when deemed necessary to restrain a student or prevent harm to self or others.

The following information is a summary of the highlights of Policies and Procedures 3240, 3240P, 3241, and 3241P. For more detailed procedures, please reference the Kent School District Board Policies website.

DEFINITIONS

Discipline: All forms of corrective punishment other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

Detention: Detention may be given for up to 75 minutes after regular student dismissal time, but will not extend beyond bus departure time, unless prior arrangements have been made with the student's parents or guardians.

Emergency Removal: Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process. Emergency removal shall continue only until the danger or threat ceases or the principal imposes discipline, suspension, or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.

Suspension: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time.

In-School Suspension: A suspension which removes the student from the regular classroom environment but permits the student to maintain his/her educational progress in the school environment and under school staff supervision.

Short-Term Suspension: A suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

Long-Term Suspension: A suspension that exceeds ten (10) consecutive school days up to one calendar year.

Expulsion: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an unstated period of time, but in no case longer than one calendar year.

Emergency Expulsion: Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger or disruption. Emergency expulsion must be converted into some other form of discipline within 10 school days.

Exceptional misconduct: Is a violation of rules so serious in nature and /or so disruptive as to warrant an immediate short- or long-term suspension or expulsion. Behavior that constitutes exceptional misconduct in the Kent School District can be found in procedure 3240P.

DISCIPLINE

Short-term suspension: No student in grades kindergarten through four (4) shall receive a short-term suspension for more than a total of ten (10) school days in any semester or trimester, and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester, or ten (10) days in any trimester. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course.

Prior to the suspension, a conference with the student shall be held in which an oral or written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

Grievance Procedure for Discipline and Short-Term Suspension: Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting, or at a special meeting held within thirty (30) days, whichever is earlier. A closed meeting will be held for the purpose of considering the grievance. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal, superintendent, or board elects to postpone such action.

Long-Term Suspension and Expulsion: No student in grades kindergarten through four (4) shall receive a long-term suspension and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive a long-term suspension that causes him/her to lose academic grades or credit for in excess of one semester, or equivalent, during the same school year. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation; notify the student of his/her rights to a hearing and indicate that a request for a hearing must be received by the school authority by the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension may be imposed.

Expulsion: No student shall be expelled unless other forms of corrective action or punishment have failed unless there is a good reason to believe that other methods would fail if employed. Carrying a firearm onto school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools shall result in expulsion. Notice procedure for expulsion shall be the same as for long-term suspension. See above.

Emergency Expulsion: This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to him/herself or others or is a threat of substantial disruption to the educational process. The emergency expulsion may continue for up to ten (10) days unless (a) rescinded

by the superintendent or his/her designee or (b) modified or reversed pursuant to a hearing or appeal. Within ten (10) days of the emergency removal from school, the emergency expulsion must either end or be converted to another form of discipline.

Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have three (3) school business days in which to submit a written request for a hearing.

Hearing Procedure for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by either a hearing panel of district administrators randomly selected from schools other than the student's schools at which he or she is currently enrolled or an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses; *and*
- Examine evidence and the opportunity to question witnesses appearing for the district. (Please see more details on 3241P, section 14.2)

Appeal Procedures to Board of Directors: Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;
- An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and
- Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

The board shall render a decision within ten (10) school business days or schedule a second meeting to hear further arguments and render its decision within fifteen (15) school business days, or schedule and hold a meeting within ten (10) school business days after the date of the informal conference to hear the case anew. Any further appeal shall be made to the Superior Court within thirty (30) days of the board's decision.

Readmission: Any student who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter shall include the reasons for readmission, evidence which supports the request, and a statement assuring that the problems will not reoccur. The superintendent shall reply in writing.

Reengagement: School and district administrators will make reasonable efforts to assist students and parents in returning to the educational setting prior to and no later than the end date of the corrective action or sanction. The school and/or district will convene a meeting to discuss a plan to reengage the student in a school program, with the student, and the student's parents or guardians, within twenty (20) days of the student's long-term suspension or expulsion and no later than five (5) days before the student's return to school.

The school and/or district must create an individualized reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

Students with Disabilities

Decisions made regarding corrective action or sanctions upon students in the abovementioned groups will be made following special education programming and legal procedures.

Discipline procedures for students with disabilities are consistent with the Individual with Disabilities Education Act (IDEA). These procedures apply when:

- The student has an Individualized Education Program (IEP).
- The student has been referred to special education (the referral is in process but eligibility has not yet been determined).
- The school has knowledge that the student has a disability before the behavior that precipitated the discipline action occurred.

Knowledge of the disability is defined as:

- Parent has expressed a concern in writing that the student is in need of special education and related services;
- The student's behavior or performance demonstrates a need for services;
- The parent has requested an evaluation of the student;
- The teacher, other school staff or an outside agency has expressed concern about the performance or behavior of the student to the director of special education or other school personnel.

For more specific details regarding discipline and student with disabilities, please reference Kent School District Board Policy 2162.

GUIDELINES FOR SCHOOL SANCTIONS

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator determines that there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action – including programs intended to lessen the time of exclusion from class attendance – which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

Implementing the Guidelines for School Offenses

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

ARSON

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

ASSAULT

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

REASONABLE SELF-DEFENSE:

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- a student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- the student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- the student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

DEFACING OR DESTRUCTION OF PROPERTY

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 3 Days

Restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

DEFIANCE OF SCHOOL AUTHORITY

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 10 Days

PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 5 Days

Secondary: Long-Term Suspension of 20 Days

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

FIGHTING OR FIGHTING INVOLVEMENT

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

SANCTIONS: See Assault

GANG CONDUCT

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

HARASSMENT, INTIMIDATION OR BULLYING

For school discipline purposes, "harassment, intimidation and bullying" includes:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of Kent School District Policy 3207 and procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- a threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE: Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student’s use of district systems, resources, or equipment.

TARDINESS

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student’s tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/course assignment.

THEFT/STEALING

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

Elementary Students

See sanctions for Defiance of School Authorities

Secondary Students

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

TRUANCY

See Policy and Procedures 3122.

WEAPONS

This section addresses the possession or use of actual weapons in violation of Kent School District Policy 3245, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3245 should be addressed under other sections, as appropriate.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under *RCW 9A.04.110* and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

Reviewed: 06/26/2013

Kent School District does not discriminate in admission, access, treatment, or employment on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability. Student, school district employees, parents/guardians, and community members will not be excluded from participation in or be subjected to discrimination with respect to any educational program or activity. If you have any questions, please contact one of the following: Our Title IX Officer/ADA District Officer is Dr. Keith Beeman, Chief Talent Officer. He can be reached at 253.373.7203 or by email at keith.beeman@kent.k12.wa.us. Our Title IX and State Law Compliance Coordinator and Section 504/ADA Coordinator is Randall Heath, Executive Director, Student and Family Support Services. He can be reached at 253.373.7081, by email at Randall.heath@kent.k12.wa.us, or via mail at 12033 SE 256th ST Kent, WA. 98030. Kent School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or bilingual education, contact Student and Family Support Services at 253-373-7269. Further, the District complies with all requirements and objectives of applicable state and federal laws.