

# Meridian Jr. High School



## Student Handbook

3475 N. M-30, Sanford, MI 48657  
989.687.3360

*2023-2024*

Principal: Kent Boxey  
Assistant Principal: Adam Mager

## Contents

The Big Picture	4
Our Mission	
How We Achieve Our Mission	
About this Handbook	
Board of Education	
Administration	
Equal Education Opportunity	
Health and Safety	5
Contact Information	
Immunization Records	
Vision Testing	
Head Lice	
School Closings	
Accidents or Sickness	
Telephone	
Releasing a Child from School	
Parent Loop/Parking Lot Safety	
Visitors	
Medication	
Playground Guidelines	
School Schedule	8
Daily Schedule	
Breakfast & Lunch	
Playground Guidelines	
Curriculum	9
Curriculum	
Band	
Code of Conduct	10
Discipline	
Code of Conduct	
General Rules	
Playground Rules	
Dress Code	
Hall Pass/Hall Traffic	
Gang Activity	
Substance Abuse	
Transportation	
Bicycles	
Search and Seizures	
Expulsion Procedures	
Due Process Rights	
Academics	21
Communicating with Teachers	
Parent/Teacher Conferences	
Staying Up-To-Date on Student Progress	
Homework	
Report Cards	
Grading	
Extra Credit	
Honor Roll	
Incomplete	
Promotion, Placement, & Retention	

Attendance	24
Tardy Policy	
Attendance Policy	
Closed Campus	
Extenuating Circumstances	
Equipment on Loan & Fees	25
Library Use	
Textbooks & Chromebooks	
Fees	
Counseling	26
Guidance & Counseling	
Disclosure Statement	
Informed Consent	
Privacy	26
Release of Information/Image	
Student Privacy Protections	
Form to Prohibit the Release of Images	
Athletics & Extracurricular Activities	30
Athletics	
Athletic Policies	
Appeal Procedure	
Self-Disclosure	
Referral	
Sportsmanship	
Miscellaneous	33
Lost and Found	
Dances/Activities	
Fundraising	
Publications Advertising Outside Events	
Glossary	34

## **THE BIG PICTURE**

### **District Mission Statement**

To develop students who possess the 21st Century skills of collaboration, knowledge and thinking, communication, agency, and critical thinking using technology that enables, teaching that engages, and by creating a culture that empowers.

### **How We Achieve Our Vision**

We provide a professional learning environment where students are empowered to be active in school affairs, engaged in challenging curriculum, and enabled through the use of a variety of tools and resources. We emphasize a project based curriculum in a one-to-one environment and provide a variety of extracurricular activities. Safety, respect, and responsibility are school wide outcomes that we believe are necessary for a good learning environment and student success.

### **About this Handbook**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is available for public inspection through the District's website at [www.merps.org](http://www.merps.org).

### **Board of Education**

Stephen Grubaugh	President
Megan Clark	Vice-President
Rebecca Hitsman	Treasurer
Dennis Cole	Secretary
Kristy Brawt	Trustee
Jennifer Holzinger	Trustee
Debbie Passmore	Trustee

### **Administration**

Sarah Glann	Superintendent
Brooke Holcomb	Business Manager
Scott LaFevor	High School Principal
Mitchell Bohn	Director of Athletics
Kent Boxey	Junior High Principal
Joshua Hook	Elementary Principal
Corey Robinson	Director of Building Maintenance and Grounds
Taylor Roberts	Director of Dining Services, Chartwells School Dining Services

### **Equal Education Opportunity**

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance officer listed: Craig Carmoney

## **HEALTH & SAFETY**

### **Emergency Contact Information/School Records/Moving of students**

At the start of each school year, parents are to register their student(s) in Skyward. This process allows parents to update their contact information, emergency contacts, etc. Parents will be contacted if a student is ill or hurt at school. Emergency numbers other than the home are important, as parents must arrange transportation. This information is essential and vital to your student's safety; please make sure it is current and correct. **Please contact the office of changes in this information during the school year.**

### **The State of Michigan also requires that we have on file the following:**

1. -Certified up-to-date Immunization records A list of required immunizations is available in the office if needed.
2. -Certified Birth Certificate This should not be a photocopy. We may need to see court papers or custody papers to make sure the parent enrolling the student has the right to do so.
3. -Two Proofs of Residence This could be utility bills, tax papers, something with an address.

### **Vision Testing**

At the Junior High School level vision testing will be done in the 5<sup>th</sup> and 7<sup>th</sup> grade.

### **Hall Lockers and Locks**

Lockers are furnished by the school for your convenience. Remember the only things you can take to class are your computer, books, paper, folder, and writing utensils. Everything else must be in your locker. No coats, jackets, hats, bags, etc. can be in the classrooms. These lockers and locks are the property of the school and are to be kept clean and neat ready for inspection at any time. The school has possession and control of the school lockers and locks, and they are subject to search at any time, for any reason without consent. No stickers, tape, pictures, and/or writing should be on the lockers. Any of these things found on the locker will be removed immediately by the student who is assigned to that locker. Do not move to another locker, as you are responsible for the locker assigned to you. If you give out your combination and need another one, there will be a \$10.00 charge. If you damage a locker, you will be assessed the cost of repairs. Valuable items should not be kept in the lockers at any time. You should keep your locker locked at all times. Meridian Junior High School assumes no responsibility for articles lost or stolen from lockers. Students are encouraged not to bring large amounts of money to school (more than \$10.00). In the event that a student must bring more than \$10.00 to school it is urged that the student take the money to the office where it will be labeled and put into the safe. Students can pick up their money at the end of the school day.

Students need to provide their own lock if they choose to use a locker in one of the locker rooms. It is recommended that items of value are not stored in a locker room

locker. It is also suggested that students only use a locker room locker during PE class or a sports practice/event, not for storage for a longer period of time. Lockers in the hallways are more secure, and the security cameras offer another level of protection from theft that the lockers in the locker rooms do not have.

### **Dialing Instructions for All Combinations**

1. Turn dial right at least two turns and stop at your first number.
2. Turn dial left one complete turn, passing your first number and stop at your second number on your second turn.

Turn dial right stopping at your third number.

### **Head Lice**

Children who have head lice will be excluded from school until:

1. They have received treatment (cream or shampoo) as instructed by their private physician or the Midland County Health Department.
2. They have no visible lice, or nits (eggs).
  - Elimination of nits may require pulling nits from the hair shaft using a fine-toothed comb or fingernails.
  - Rinsing hair in a vinegar solution may loosen nits.

When students are excluded from school due to head lice, students are required to have a recheck at the office before they can return to the classroom. Parents must bring their child to school for this check. Students may be excluded from the bus until the "all clear" from head lice.

### **School Closings, Act of God (inclement weather) and/or Emergencies**

Weather conditions sometimes necessitate that a school day is cancelled or delayed. It is the policy of the Meridian School District that when the K-12 school day is cancelled due an Act of God and/or emergency situation, there will not be any school events taking place that day or evening. This policy includes sports practices, athletic events (home or away) drama, music performances, adult/community education field trips, etc. The Superintendent must approve any deviation from this practice. Please be prepared for all emergencies. The school should have necessary, up-to-date information about your child for its records. Give directions to your child as to where to go if you are not at home or in case of bad weather when he/she gets off the bus. During severe weather students will be sheltered in designated locations at the school. Dismissal will come from the Central Office. Although it is not encouraged, parents may pick up their child during severe weather after they have signed the child out in the office. School closings are reported at [www.merps.org](http://www.merps.org). The following local television stations also report Meridian's closures on air and on their websites: WNEM Channel 5, WEYI Channel 25 as well as a few others.

### **Accidents or Sickness**

Students and parents are required in the fall of each year to register their student(s) in Skyward to update their contact information in case of illness, accident, or other emergency.

If a student is injured or becomes ill, the office should be contacted immediately. Qualified school personnel may administer first-aid if needed. Parents or designated adults will be contacted as soon as possible.

### **Telephone**

The office telephones are to be used only in the case of an emergency or for school business. Permission must be given to the student to use the office phones. Incoming calls for students will be delivered by message at the most convenient time for the office, except in case of emergency. Classroom phones are for teacher use and are

not to be used by students without teacher permission and monitoring. Student cell phones should only be used in the office with staff permission during school hours.

### **Releasing a child from School**

If a child is to leave school during the school day, we will need instructions from home. We release children to parents or guardians only, unless we have written instructions from them to do otherwise. Parents requesting students stay to be picked up after school must be at the school by dismissal time or notify the office they will be late. Failure to do this necessitates that the school personnel put the child on the bus. If not notified in writing by a parent, we insist the child ride the bus home, if no one is here to pick him/her up.

### **Parent Loop/Parking Lot Safety**

To avoid bus traffic, MJHS parents have an area to drop off students before school starts and pick up students at the end of the school day. The Parent Loop is located on the east side of the building.

- Students can be dropped off at the south/east doors between **7:40 a.m. and 7:55 a.m.** Students dropped off after 7:55 a.m. will need to enter MJHS at the main entrance.
- Parents picking up students at the end of the school day can line up around the loop to wait for their child to be dismissed at 2:50 p.m.
  - Parents picking up students *prior* to the end of the school day will have to sign their child out in the main office. Please note that visitor cars need to be removed from the parking lot in front of the main entrance before 2:40 p.m. due to the lining up of buses.
- Parents picking up both elementary **and** middle school students are still welcome to park in the administration or elementary parking lots. While the buses are lined up for dismissal, middle school students getting picked up in either of these parking lots will be allowed to walk in the cross-walk behind the last bus to reach their parents as safely as possible.
- Students using the crosswalk before or after school will stay safe by following the direction of the cross guard on duty.
- Please **DO NOT** drive by the buses when they are lined up in front of MJHS.
- At the end of the school day, students are expected to get on the bus at MJHS unless being picked up by a parent. Students should **NOT** walk from MJHS to the elementary to catch their bus.
- Students that need to attend after-school events or programs at MECHS will load onto the last bus in the line-up. They will be dropped off at the back of MECHS prior to going to the Elementary bus loop.
- Please be patient and drive slowly whenever you are on campus.

### **Visitors**

Meridian Junior High School does not allow student friends, family, or other personal guests to attend school for the day. This is disruptive to the educational process.

### **Medication Control Policy**

If any pupil must receive (be administered) medication prescribed by his physician during school hours, it shall be the policy of the district to provide adequate control and supervision of the administration of the medication and when needed, to participate fully

in the related monitoring of side effects. It is recognized that medication will continue to be taken by pupils but with the knowledge of and in the presence of, a school employee.

#### School Guidelines Shall Be As Follows:

- Administration of medication by school employees is voluntary.
- The request to take any medication must be in writing signed by the student's parent and that note along with the medication must be turned into the office by the parent. (This includes but is not limited to aspirin, cold tablets, cough syrup, etc.).
- Prescription medication must be in the originally labeled container and checked in at the Main Office. Physician directions must be legible.

#### Playground Guidelines

Supervision is not provided before and after school hours. However, supervision is provided during lunch period.

Students are expected to go outdoors unless it rains or extremely cold weather makes this impossible.

1. Students will stay inside for recess if the actual outside temperature drops below 15 degrees Fahrenheit and/or if the wind chill factor drops below 0 degrees Fahrenheit.
2. It is in your child's best interest to wear waterproof boots, jackets, hats, and mittens on the playground
3. The general guidelines we use are that children who are well enough to attend school are well enough to be outside. Exceptions may be made to this policy if there are long-term medical problems. **Please provide us with a note from your doctor if you are requesting that your child stay inside.**

### **SCHOOL SCHEDULE**

#### Daily Schedule

A full day of school runs from 8:00 a.m. – 2:50 p.m. Half-day dismissal time is 11:15 a.m. unless otherwise announced. Half days will be announced ahead of time. Students not riding the bus should not arrive at school before 7:40 a.m. If you walk, ride a bike, or your parents drop you off at school, please do not arrive before 7:40 a.m. ***(The doors of the school will not be unlocked before 7:40 a.m., and students will not be allowed in the school until then due to lack of supervision.)*** Students not riding the bus home, and not staying for extra-curricular activities, should vacate the building at 2:50 p.m.

Breakfast is served in the cafeteria from 7:40 a.m. - 8:00 a.m. All food should be eaten in the cafeteria. Students must follow the traffic pattern that has been set up for them. 5<sup>th</sup> and 6<sup>th</sup> graders will enter the main front door, while the 7<sup>th</sup> and 8<sup>th</sup> graders will enter the "middle" front door. If eating breakfast, 5<sup>th</sup> - 8<sup>th</sup> graders will eat breakfast before their 1st hour class. Students not eating breakfast will go directly to their 1st hour class when they arrive at school.

#### Breakfast & Lunch

Breakfast and lunch is free to all students in our district. Students can pre-pay to their account or pay as they purchase for additional purchases at <https://meridian.familyportal.cloud>. The vending machines will not be operating during the first 10 minutes of lunch. There will be two lunch periods: a 5<sup>th</sup> and 6<sup>th</sup> grade lunch from 11:03 a.m. - 11:33 a.m. and a 7<sup>th</sup> and 8<sup>th</sup> grade lunch from 12:04 PM to 12:34 p.m. All food must be eaten in the café. No food or drink will be allowed (outside café)



including the bathrooms, gym, halls, classrooms, library, or the lobby. All students should be in the café during lunch and then outside after eating their lunch, unless they have a pass to the library or elsewhere. If the weather is ok (no rain and a temperature at least 15°F with a wind chill at least 0°F), all students, except those with passes, will go outside (7th & 8th graders have the option of going outside for recess or to stay in the cafeteria for recess). If a student has lunch detention they have until 11:08 a.m. for 5<sup>th</sup>/6<sup>th</sup> graders and 12:07 p.m. for 7<sup>th</sup>/8<sup>th</sup> graders to get to the lunch detention room, or that lunch detention will not count. Other rules and guidelines may be periodically posted, depending on student behavior.

All general school rules apply in the cafeteria and on the playground, as well as these specific rules and guidelines: No more than 10 students per table. Students are expected to stay seated while eating. Once a student picks a seat/table to eat, they may not switch seats during that lunch/recess period. Students are not to eat from another student's lunch account or off another student's tray. No cutting in line. Do not crowd aisles or gather at entrances of café. Students must clean up their own mess including the floor, tables and benches. Garbage cans are provided for students to throw away waste. Staff will excuse the table when it is clean. Keep the noise level down (students can talk with friends) and show appropriate behavior and table manners.

## CURRICULUM

### Curriculum:

(\*DENOTES REQUIRED CLASSES)

Each grade level provides reading and math intervention classes for those students who qualify.

#### Fifth Grade

\*Language Arts  
 \*American History  
 \*Science  
 \*Math  
 \*Drama  
 \*Physical Education  
 \*Art  
 \*Workshop  
 (Required unless taking  
 intervention)  
 Band

#### Sixth Grade

\*Language Arts  
 \*Geography  
 \*Science  
 \*Math  
 \*PE & Art *(Required  
 unless enrolled in band)*  
 \*Broadcasting  
 (Required unless taking  
 intervention)  
 \*Design & Modeling  
 (Required unless taking  
 intervention)  
 Band

#### Seventh Grade

\*World Studies  
 (Lang Arts/Wld History)  
 \*Science  
 \*Math  
 Band  
 Physical Education  
 Art/3D Art  
 Science Exploratory  
 Industrial Arts  
 Crime Scene Inv  
 Creative Writing  
 Math Cents  
 Drama

#### Eighth Grade

\*American Studies  
 (Lang Arts/History)  
 \*Science  
 \*Math  
 Band  
 Physical Education  
 Art/3D Art  
 Science Exploratory  
 Industrial Arts  
 Crime Scene Inv  
 Creative Writing  
 Math Cents  
 Drama  
 Spanish

### Band

The Junior High Band Program is composed of four performing ensembles: Fifth Grade Band Sixth Grade Band, Seventh Grade Band and Eighth Grade Band. The Fifth and Sixth grade Bands meet during specials and the Seventh and Eighth grade Bands meet as an elective. These groups are involved in several activities during and after school, including rehearsals, concerts, parades and festivals. Attendance at band functions is mandatory, unless an event is listed as optional. Failure to attend a required band performance will result in lowering the student's grade by two full letters. Grades in band are given based upon four criteria: the turning in of weekly practice sheets, attendance at performances, in-class participation and preparedness, and individual improvement. The Band Director will pass out the Band Handbook during Band class.

## **CODE OF CONDUCT**

### **Student Discipline**

Disciplining of students is necessary so that classrooms and schools can be places where effective learning can occur. An atmosphere conducive to learning and personal growth must be present. Standards of discipline must be maintained. Students are expected to respect their own rights as well as the rights of others, including the right to obtain an education in an environment that is secure and orderly. Students must also display self-control, a sense of personal responsibility, and the ability to work cooperatively with others. It is expected that the community will support school personnel in their efforts to develop and maintain well-disciplined and appropriately functioning schools. Every effort will be made by the Meridian Junior High staff to resolve disciplinary problems within the school setting. If this cannot be done, suspension and/or detention of the student for a specified period of time may be necessary. The principal and assistant principal are authorized by statute to suspend and/or detain students for cause. Parents will be notified of these situations. Suspensions and/or detentions fall into these categories:

-Temporary "SNAP" suspension: is defined as "suspension of a student from a class for a time period not exceeding five days". Teacher will contact the parents for a conference concerning the incident.

-In-school suspension: is defined as "isolation of a student from all classes and activities for one or more days."

-Short-Term Out-of-school Suspension: is defined as "suspension of a student from the school building and grounds during the school day and all after school activities for a period of time not exceeding ten days." Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments, tests, and projects scheduled during their disciplinary absences. Timelines for make-up work align with the attendance policy.

-Expulsion: is defined as "permanent separation of a student from school". See expulsion procedures in the glossary for more information.

Lunch Detention: is defined as "a student being detained in a classroom or other area designated by the building administration during the entire lunch period, to eat their lunch, and then do some productive work and/or studying."

-After School Detention: is defined as "a student being detained in a classroom after school to work on homework and/or to do custodial work. Transportation is the responsibility of the student and parent.

-Saturday School Detention: is defined as "a student serving a detention similar to an After School Detention, but on Saturday morning from 8:30-11:30." Transportation is the responsibility of the student and parent.

### **Student Code of Conduct**

Students are prohibited from engaging in behavior that endangers, or threatens to endanger, the safety of themselves and/or others, is contrary to the law, or impedes the orderly conduct of the school day or any school-related activities or programs. Discipline may be imposed for other misbehaviors that disrupt the educational process, at the discretion of staff. The principal or assistant principal will determine an appropriate amount of time to be served inside or outside of normal school hours. Parents will be notified of this determination. Students who fail to appear at the scheduled make-up may be suspended for one (1) school day unless parents make prior arrangements with the principal.

## **General Safety and School Rules**

At the discretion of the Principal or assistant principal, disciplinary action will be taken for any violation of the General Safety and School rules listed below regarding personal behavior and conduct during the school day. This also includes student participants and/or spectators representing Meridian Junior High School at school related / extracurricular activities, and/or students using school transportation. The General Safety and School rules are as follows:

**-Dishonesty-** Students are expected to be honest when questioned by any staff member about school related issues. Failure to do so will result in penalties ranging from verbal reprimand to suspension.

**-Running and Horseplay-** Dangerous behaviors will not be allowed in any area of the school building. Pushing, hitting, shoving, running, fighting, teasing, name-calling, squirt guns, water containers, water balloons, snowballs, or anything else of a potentially harmful nature will not be allowed.

**-Skateboards, In-line Skates, etc. – Due to safety reasons -** No skateboards, in-line skates, wheeled shoes, or scooters will be allowed at Meridian Junior High School, unless permission has been granted ahead of time by the building Principal for use in the case of a special school event.

**-Throwing of objects-** There will be no throwing of pencils, erasers, chalk, paper wads, paper clips, books, confetti, tacks, rubber bands, water of any form, snowballs, etc. at any time and/or any place.

**-Passing between classes-** Students will not be allowed to pass on the outside of the building. Loitering in the hall, talking with friends, or activities causing you to be late for your next class are not allowed.

**-Food and Drink-** All food and drink at breakfast, lunch, and after school will be eaten in the cafeteria. Lunch tables and the area around them are to be cleaned of all garbage when you are finished eating and/or drinking

**-Glass Bottles and Containers-** No glass containers of any kind are to be brought into the building. **No containers that can be opened and re-closed –such as pop bottles, water bottles, coffee cups or mugs etc. – are allowed.** Things that are allowed are pop, juice, water and other beverages in cans or juice boxes that are brought for lunch or after school for those who stay for activities. Containers are to remain closed until consumed at mealtime in the cafeteria or after school.

**-School Property-** Students will pay for damaged computers, textbooks, materials, and equipment other than through normal use. This includes defacing computers, lockers, walls, desks, etc.

**-Pets-** No animals are allowed at school without permission from the principal.

**-Trading and Selling-** Merchandise of any kind will not be sold and/or traded by individuals during school or school events without permission from the principal.

**-Safety Equipment-** Students are required by law to wear safety glasses when working in industrial arts, science labs, or any other lab type situations. Additional safety equipment may be required.

**-Audio/Visual Equipment Usage-** The school's Audio/Visual equipment may not be turned on/off unless a staff member has given permission to do so.

**-Public Displays of Affection-** Things such as handholding, hugging, kissing, groping, etc., are not allowed.

**-Cheating/Plagiarism-** Students shall not obtain homework, quiz/test answers, or any work that is not their own. The source for any written research work shall be appropriately credited, including any information taken from the Internet. Cheating or plagiarism will result in a grade of zero on the assignment or test in question. Any student allowing their work to be copied or providing answers to another on a test or quiz will also receive a zero on the work in question. Students who commit repeated acts of cheating/plagiarism will be subject to failure for the marking period.

**-Extortion-** Students shall not attempt to obtain money, any item of value, or special favors from any person with implied or expressed threat of violence or without the consent of both parties involved. Consequences for extortion will range from after school detention up to and including expulsion based on the seriousness of the act and the value of the items involved.

**-Fighting/Physical Assault Against Another Student-** Students shall not threaten and/or engage in fighting or in any act of violence toward another person or themselves. A student or students who assault and/or fight with another student in school and/or on school property will be suspended from one to three days and may be referred to the police for the first offense; longer suspensions and a referral to the police will result from repeat offenses. If it is determined an assault took place, expulsion from school will result as required by law.

**-Gambling –** Students shall not participate in unapproved games of chance or skill for individual profit. Punishment will range from reprimand to suspension.

**-Disturbances –**Students shall not create disturbances or disrupt any class or school activity during the school day. Punishment will range from reprimand to suspension depending on the frequency and severity of the behavior.

**-Insubordination-** Students shall not defy authority and must comply with reasonable rules and requests by school officials. They must not engage in verbal abuse or derogatory gestures toward school officials. Punishment will range from reprimand to expulsion.

**-Larceny/Theft-** Students shall not take the property of another without permission of the owner. Punishment will range from reprimand and restitution to suspension and possible referral to the police.

**-Loitering-** Students shall not be in a school building or on school property during school hours at a site other than the one assigned or for which the student has a valid pass. Any student asked to leave the premises by school officials shall comply immediately with that request. Punishment will range from reprimand to suspension.

**-Skipping-** Students between the ages of 6 and 16 are of compulsory school age. Consequences for students who do not go to class and/or leave the building/grounds without valid reason, and without permission, either for a class period or the remainder of the day will range from after school detention to suspension.

**-Malicious Mischief/Vandalism-** Students and their parents are held responsible for loss of, or damage to, computers, textbooks, equipment, and materials that have been assigned to them, and for loss, damage, or destruction of school property for which the student has been found responsible. Students who engage in malicious mischief or vandalism will be expected to make restitution, and serious offenses will be turned over to the police. Punishment will range from reprimand to expulsion.

**-Profanity-** Students shall not use profanity, obscene language, gestures, or depictions of this, including on wearing apparel. Punishment will range from reprimand to suspension.

**-Sexual Harassment-** Sexual harassment of students, employees and/or volunteers of the School District is unlawful under both Michigan and federal law and is contrary to the commitment of this School District to provide a safe and effective learning environment. The School District will not tolerate sexually harassing behavior as defined by the law and/or by district policy. Students shall refrain from any type of sexual harassment, including, but not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome and private touching, sexual jokes, caricatures, indecent exposure, suggesting or demanding sexual involvement under the use of threats. Sexual harassment is defined as: \*Unwelcome sexual advances, \*Requests for sexual favors, \*Verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. A student and/or employee who believes that he/she has been the subject of sexual harassment should promptly notify the building principal and/or a

guidance counselor. Punishment will range from reprimand up to and including expulsion and a referral to the police. False reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment, or not cooperating in the investigation of such a complaint is also unlawful.

**-Verbal Abuse/Harassment-** Students shall not engage in name calling, ethnic or racial slurs, or derogatory depictions regarding other persons. All forms of harassment, including electronic forms, are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that the student will inflict harm or damage to the person or his/her property. Punishment will range from reprimand to expulsion, depending on the severity and/or frequency of the offense.

**-Bullying** -In addition to verbal abuse/harassment, bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, electronically transmitted acts, or actions to a student, which is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Punishment will range from reprimand to expulsion, depending on the severity and/or frequency of the offense.

**-Inappropriate Use of Technology-** In alignment with the district's Personal Communication Devices policy (5136), students shall not use their PCD to harass or bully students in addition to sending materials considered not school appropriate. Other technology abuses can include, but are not limited to, recording others without their permission, recording fights, and sharing videos or pictures of others without their consent.

**-Crisis Plan**

Meridian Public Schools has a high priority for the safety of your student and the security of each school building in the district. Each building has a crisis plan for various emergency situations. If you require more details contact your building principal.

**-Weapons and the Gun Free Schools Act-** As defined in P.A. 328 of 1994, an amendment to section 1311 of the school code, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, razor blade, B.B. gun, firecrackers, smoke bombs, caustic substances, explosive devices, etc. Students in possession of a dangerous weapon, object, and/or device on district grounds, in district buildings or at district-sponsored events will be expelled from school as required by law.

**-Criminal Acts of Aggression-** Students in possession of a dangerous weapon, object, and/or device, who commit a criminal act such as arson or rape on district grounds, in district buildings or at district-sponsored events shall be permanently expelled from school. A referral to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency will be made. The parent, legal guardian, and/or student shall also be notified of the referral. The board reserves to itself the authority to expel students. Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis.

**-Bomb Threats/False Fire Alarms-** False activation of a fire alarm disrupts the educational process and is a danger to the safety of students and staff. Bomb threats also disrupt the educational process and are illegal. Students shall not activate a false fire alarm, or place threats concerning bombs on school premises. Punishment will range from suspension to expulsion and possible referral to the police.

**-Unlawful Conduct-** Students shall not engage in any form of unlawful conduct on school property or at school sponsored events. Students who commit a crime on school property will be suspended or expelled and referrals will be made to the police.

**-Electronics / Personal Communication Devices-** Students may not use electronic / personal communication devices (PCD) DURING THE school DAY. All electronic / personal communication devices will be confiscated and may be returned to

a parent or guardian. These items include but are not limited to (TVs, radios of any kind, cell phones, pagers, electronic games, two way radios, computers, iPads, etc.) These items are valuable and can cause problems at school. ELECTRONIC ITEMS ARE THE STUDENT'S RESPONSIBILITY. Using a PCD in an unauthorized manner or in violation of Policy [5136](#) or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will be released to the student at the end of the school for first time offenders. PCDs may be released/returned to the student's parent/guardian for repeat offenders after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity.

**-Using Physical Force/Assaulting or Verbally Threatening/Assaulting School Personnel-** Using Physical Force/Assault or Verbally Threatening/Assaulting School Personnel-with harmful intent will result in suspension for a period of time consistent with the offense, up to and including permanent expulsion from school as required by law.

**-Forgery-** Students may not use in writing the name of another person, or falsify dates, times, grades, addresses, or other data on school forms.

**-Arson-** Burning means not only setting fire to any school buildings, grounds, buses, or similar vehicles, but also doing anything, which results in the starting of a fire or aiding another. This will result in suspension for a period of time consistent with the offense, up to and including permanent expulsion from school as required by law.

**-Sensory Devices-** While fidget spinners and other sensory devices can help some students concentrate, these devices are not appropriate for all students and can become a distraction to other students when used without regulation. A process of data collection and analysis will occur to determine whether a specific device is an appropriate accommodation on an individual basis. Parents or staff members should contact the principal if they'd like to request that their student be allowed to use a device in the classroom.

**-Dismissal from Class-** All students removed from class because of their behavior will report immediately to the Behavior Support Center (BSC) or the office based on the staff member's directions.

### **Playground Rules**

These rules are specific, but not limited to the playground. All of the above mentioned school rules apply on the playground, in the halls, in the classrooms, and on the school grounds.

1. Fighting is not tolerated.
2. The use of profanity or other vulgar language on the playgrounds is not permitted!
3. Play fighting, wrestling, tackle football or other forms of roughhouse activity will not be tolerated.
4. Students are not permitted to throw snowballs, or other objects not intended for throwing.
5. Students are expected to use playground equipment for the purpose intended; if they have questions, they should ask the supervisors in charge.
6. Students must be respectful to all adults and to other students.
7. Public displays of affection, including but not limited to, hand holding, kissing, inappropriate physical contact, are prohibited.
8. If inappropriate behavior occurs while students are outside, the adult in charge may administer discipline.
9. Appropriate forms of discipline include:

- a. Isolating students from their peers
- b. Losing outside recess privileges.
- c. Being verbally reprimanded.
- d. Being reported to the principal or assistant principal for further discipline.

### **Appearance, Dress and Grooming Code**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

One should dress for success. If you dress well, you'll perform well. Common sense is the best guide. While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory and/or hairstyle, etc.) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Neatness and cleanliness will be a primary concern in any and all dress code decisions.

- A. All attire worn to school and school activities must be in good taste and not disruptive to the educational process.
- B. Apparel which displays tobacco, drugs, alcohol, registered trademarks of tobacco or alcoholic beverages, sexual innuendo or references, vulgarity, or offensive messages are strictly prohibited.
- C. Pajama bottoms and/or pajama tops are prohibited.
- D. Any clothing judged by school officials to be immodest is prohibited. Revealing clothes and excessively short shorts and miniskirts are prohibited. Bare midriffs are prohibited.
- E. Swimsuits are prohibited.
- F. Sagging pants or any loose-fitting clothes that expose underwear are not permitted.
- G. Tank tops, mesh tops, camis, or any top with spaghetti straps may be worn only in conjunction with another appropriate top.
- H. Any clothing, accessory, symbol or behavior that denotes gang related activity is strictly prohibited.
- I. No head coverings of any type are allowed in school during school hours.
- J. Costumes (costumes may include but are not limited to wigs, masks, sunglasses, and hats) can only be worn on days designated by the principal and assistant principal.
- K. All tops must have finished collars (Henley, t-shirt, polo, etc.).
- L. No underwear is to be worn as outerwear at any time, including at sports practices.
- M. Students who are representing Meridian Public Schools at an official function or public event may be required to follow specific dress requirements. Usually this applies, but is not limited to athletic teams, cheerleading, bands, choir, and other such clubs or groups.
- N. Shoes are required, by law, at all times.
- O. Outerwear (coats, jackets, vests) may not be worn to class unless authorized by the teacher.
- P. Jewelry and wallet chains must be appropriate, non-distracting and not pose a safety hazard.

Students whose attire violates this policy will be asked to change into acceptable attire or will be sent home from school.

### **Leaving Class**

Students are not to be in the hall during class time without permission from their teacher for a valid reason (e.g. emergency restroom break, not feeling well). Students must sign out of a class after receiving permission from their teacher. Teachers will develop classroom policy for leaving their classroom during class time.

### **Hall Traffic**

The following are some guidelines to help us achieve our goal of a neat and orderly school:

1. Keep to the right when walking in the hall.
2. Be considerate of others using the halls, No RUNNING, SHOVING, PUSHING, or WALKING SLOWER THAN NORMAL.
3. Students are not to be in the hall during class time without permission from their teacher for a valid reason (e.g. emergency restroom break, not feeling well). Students must sign out of a class after receiving permission from their teacher. Teachers will develop classroom policy for leaving their classroom during class time.
4. Avoid yelling and any unnecessary noise or loud talking in the halls.
5. Do not stand around in the hall by yourself or in small groups between classes. Loitering causes tardiness.
6. Litter on the floor is everyone's responsibility. Let's have some school pride and spirit. Everyone must chip in and keep the halls clean, neat and orderly.

### **Gang Activity/Insignia**

Meridian Public Schools' students shall have a positive learning environment, free of fear, intimidation, or distraction from educational pursuits. Therefore, no student on or around school property or at any school-related activity shall:

1. Wear or possess any clothing, jewelry, symbol or other item worn in such a manner that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang.
2. Commit any act, verbal or non-verbal (gestures, hand signs, graffiti, etc.), that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang.
3. Commit any act, verbal or non-verbal, to further the interest of any gang or gang activity, including but not limited to:
  - A. soliciting others for membership in any gang or gang-related activity,
  - B. requesting any person to pay protection or otherwise intimidating or threatening any person,
  - C. committing any other illegal act or violation of School District rules or policies
  - D. enticing other students to act with physical violence on any person.

The term "gang", as used in this policy, means a group of two or more persons whose persons or activities include the commission of illegal acts, violations of School District rules or policies, or intimidation of others either through verbal or non-verbal signs/cues.

Any suspected behavior as described above will be reported to the building principal or assistant principal who may, if necessary, consult with area law enforcement experts to verify such behavior prior to any disciplinary action. Disciplinary steps for gang related insignia/activity is as follows:

-The Principal/Assistant Principal- Documents and communicates (if necessary) information to area law enforcement experts.

-1<sup>st</sup> Offense - Principal meets with the student and gives a warning, if appropriate. The student is expected to make necessary corrections. If the student refuses, the student will be removed from the school environment and the parent will be contacted.



-2<sup>nd</sup> Offense – Any evidence will be confiscated (jewelry, book bag, etc.). Parents will be notified and asked to attend a conference. The building principal will take appropriate corrective and disciplinary action, which may include suspension and/or recommendation for expulsion.

-The Superintendent – Will monitor procedure and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behaviors or gestures which symbolized gang membership, or causing and/or participating in activities which intimidate or threaten another person shall be subject to disciplinary action.

### **Substance Use, Misuse, and Abuse Policy**

#### **-Possession, Use, Distribution, or Influence of alcoholic beverages or other mind-altering drugs on school grounds or at school activities.**

Possession of alcoholic beverages or other mind-altering drugs is illegal for students and a violation of state law and school policy. This policy is in effect during the school day, while students are riding a school bus and/or in attendance at any Meridian Public Schools related functions. No student shall possess, use, attempt to use, sell, attempt to sell, deliver, attempt to deliver, or be under the influence of, any mind-altering substances such as alcohol or other drugs. This is to include non-alcoholic malt beverages labeled as "Non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) as they may contain alcohol. The possession or consumption of malt beverage (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures. (Legitimately obtained and prescribed medication is excluded from this policy.) Possession shall be interpreted as in a school locker, in a student's "belongings", i.e., gym bag, coat, purse, vehicle parked on school property, on a student's person, or any other circumstances, etc.

#### **-Possession, Use, Distribution of Look-A-Like Drugs, (including alcohol and tobacco).**

-represents to be a controlled substance,

-represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance,-represents to be of a nature that will alter one's behavior.

### **Consequences for Alcohol and Drug or Look-A-Like Drug Offenses**

-1<sup>st</sup> Offense-Immediate suspension from school by the building principal or assistant principal for 10 days and the recommendation to the Board that the student(s) in question be expelled for the remainder of the school year or 90 days, whichever is greater. A Board hearing will not be scheduled and the suspension will be reduced to five days if the student is assessed (professionally evaluated) or has an appointment to be assessed by a Board approved substance abuse center. Verification of an appointment must be given to the building principal within 10 days of the suspension. The assessment must be completed within 30 calendar days of the suspension and the building principal must be provided with a copy of the assessment and recommendations. Failure on the part of the student to complete the recommendations will result in a recommendation for expulsion. Any student who fails to provide evidence of voluntary enrollment and completion in a Board-approved substance abuse treatment program will not be considered for re-enrollment in the Meridian District.

-2<sup>nd</sup> / 3<sup>rd</sup> Offenses– The student will be immediately suspended from school by the building principal or assistant principal for 10 school days. A recommendation will be made to the Board that; the student (s) in question be expelled from school for the remainder of the school year or 90 days, whichever is greater. Students who are assessed voluntarily and who have been, or are being treated and counseled for substance abuse may petition the Board for early reinstatement. Any student who fails

to provide evidence of voluntary enrollment (and completion) in a Board-approved substance abuse treatment program will not be considered for re-enrollment in the Meridian District.

\* Students selling drugs, look-alike drugs, or alcohol to another individual on school property or at school events will not be given the opportunity for early reinstatement or reduction of suspension time. Any services or materials rendered or provided by financial responsibility of the student and/or his/her family. Suspended and/or expelled students are not to be on Meridian Public Schools property at any time! (The only exception would be for a due process hearing or related situation previously approved through a school official.

**-Tobacco Possession and Use- [Youth Tobacco Act](#)** (PA 314) “An act to prohibit the selling, giving, or furnishing of tobacco products, vapor products, and alternative nicotine products to minors; to prohibit the purchase, possession, or use of tobacco products, vapor products, and alternative nicotine products by minors; to regulate the retail sale of tobacco products, vapor products, alternative nicotine products, and liquid nicotine containers; to prescribe penalties; and to prescribe the powers and duties of certain state agencies and departments..” Regardless of age, Meridian Junior High School students are not permitted to use or possess cigarettes, other forms of tobacco or other items associated with tobacco use (e.g. vapes) at any time while they are on school property, attending school activities such as plays, practices, athletic events, etc. whether home or away. Violation of this policy will result in the following:

**-1<sup>st</sup> offense** – Student may receive a Citation of Civil Infraction from an officer of the Sheriff’s Department that will require the student to appear at Probate Court with his/her parent (s). The court will assess the student a fine of \$35.00 and will require him/her to complete and pay the \$15.00 fee for a Tobacco Education class. The court will monitor the student for 3 to 4 months and if no other laws have been broken all fines and fees have been paid, and he/she has completed the Tobacco Education class, the misdemeanor will be expunged from his/her record. (1<sup>st</sup> offense only).The courts may require the student to perform not more than 16 hours of community service in a hospice, nursing home, or long-term care facility. **The student will receive a one-day suspension.** (Students in possession of or who distribute vapes that contain cannabis will be disciplined under the drug policy above).

**-2<sup>nd</sup> offense** – The student may receive a Citation of Civil Infraction from an officer of the Sheriff’s Department that requires the student to appear at Probate Court with his/her parent (s). The court will assess the student a fine of \$35.00 and require him/her to complete and pay the \$15.00 fee for a Tobacco Education class. The court may require the student to perform not more than 32 hours of community service in a hospice, nursing home, or long-term care facility. **The student will receive a three-day suspension.**

**-3<sup>rd</sup> and subsequent offenses** – The student may receive a Citation of Civil Infraction from an officer of the Sheriff’s Department that requires the student to appear at Probate Court with his/her parent (s). The court will assess the student a fine of \$35.00 and require him/her to complete and pay the fee of \$15.00 for a Tobacco Education class. The court may require the student to perform not more than 48 hours of community service in a hospice, nursing home, or long-term care facility. **The student will receive a five-day suspension.**

### **Transportation (Bus) Rules and Responsibilities**

**Please refer to the MPS Student/Parent Transportation Handbook for complete transportation information.**

It is the policy of the Meridian Public School District to provide safe, courteous and regular transportation services to eligible students. The first and foremost consideration is the safety and care of all students. To ensure their safety, we must foster an environment on the bus that would allow the driver freedom to concentrate on driving. Buses are equipped with cameras, and the following disciplinary procedures have been developed. Most discipline issues on the bus will be handled by the principal or dean of the school, but the bus driver, transportation supervisor, principal, dean, or superintendent all have authority to discipline a student for misconduct on the bus or at the bus stop.

**Bus Misconduct:** The main consideration for the driver must be the safety of all students; therefore, students must abide by the rules established for persons riding the bus. The bus is considered an extension of school property, and the bus ride is considered an extension of the school day. Therefore, failure to abide by bus rules will result in consequences ranging from verbal reprimand to expulsion from Meridian Public Schools including but not limited to suspension from school and/or the bus for a period of time consistent with the offense or the frequency of the offenses.

- A. Be on time at the regular designated bus stop – ready to board the bus.
- B. Walk to the bus stop facing traffic.
- C. Be courteous to others and safety conscious at bus stops. Refrain from harassing another person, stay out of the roadway, leave pets at home, keep balls put away, line up in an orderly manner when boarding the bus
- D. Wait until the bus comes to a complete stop before attempting to get on or off.
- E. Always cross at least ten feet in front of the bus.
- F. Respect the rights of all other students when riding the bus. Do not fight or bully others at the bus stop or on the bus.
- G. Keep your entire body inside the bus at all times.
- H. Report as soon as possible to the driver any damages to the bus that are apparent such as broken windows, cut or damaged seats or other equipment broken. The person or persons causing the damage must pay for them.
- I. The driver is in charge of the bus and has the right to demand order and good discipline. Students are to follow the driver's directions at all times.
- J. Occupy the seat assigned by the driver, and remain seated while the bus is in motion.
- K. Never tamper with emergency equipment.
- L. Enter and leave the bus only by the front door unless otherwise instructed by the driver.
- M. Cooperate with the driver when required emergency drills are practiced to familiarize students with the use of the rear door.
- N. Remain on the bus after boarding until arriving at the regular home stop, school stop, or other stop previously arranged by the parent.
- O. Keep the inside of the bus clean and litter free. Do not leave debris or litter on the bus, or throw it out the windows.
- P. Refrain from bringing a guest on board without prior approval.
- Q. Do not eat or drink on the bus. Glass containers are prohibited on the bus.
- R. Maintain a reasonable noise level in the bus.
- S. Proper clothing must be worn on the bus. No bare feet, and shoes and shirts must be kept on at all times.
- T. Keep the bus aisle clear, carrying books or musical instruments on your lap or as instructed by the driver.
- U. Tobacco products of any kind are not permitted on or near the bus. Do not light matches or lighters on the bus.
- V. Alcohol and/or other illegal substances are not permitted on the bus.
- W. Profanity is not permitted on or near the bus.

- X. Going to the mailbox when getting off or on the bus is prohibited.
- Y. Complete silence when dome lights are turned on is required.
- Z. Complete silence at railroad crossings is required.
- AA. Share the seat so that everybody has a place to sit.

Vulgar profanity, destruction of the bus, bodily assault, weapons, smoking or chewing tobacco, consuming drugs or alcohol and opening the emergency door are strictly prohibited. These actions will be considered gross misconduct and you will be dealt with accordingly.

### **Bicycles**

We encourage students who are eligible bus riders to ride the bus to and from school. Students who normally walk to school may ride their bicycles. If your child has your permission to walk or ride their bicycle to school, please check your child's understanding of proper walking and/or bicycle riding rules. Bicycles should be parked and locked up immediately upon arrival. The school cannot assume responsibility for loss or damage. Students riding bicycles will not be permitted to leave school grounds until all buses have left. Failure to comply with the school's bicycle policy could result in the loss of this privilege.

### **Search and Seizures**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and/or desk, a student vehicle parked on school property, and the personal belongings of a student under the circumstances outlined here. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are responsible for the security of their lockers and desks. Students should not expect privacy regarding items placed in lockers. School property is subject to search by school officials at any time without student consent and without a search warrant. A student's failure to permit searches and seizure as provided above will be considered grounds for disciplinary action up to and including expulsion. A student's person and personal effects (i.e.: book bag, purse, athletic bag) may be searched whenever a school official has knowledge of or reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If such a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

### **Expulsion Procedures**

The following procedural guidelines will govern the expulsion process:

\*Written notice of charges against a student shall be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of the time and place of the hearing, which shall be reasonable for the parties involved.

\*Parent/Guardian shall be present at the hearing and/or may be represented by a legal counsel.

\*The student shall be given an opportunity to give his/her version of the facts and implications and offer the testimony of other witnesses and other evidence.

\*The student shall be allowed to observe all evidence offered against him. In addition, he shall be allowed to question any witness.

\*The hearing shall be conducted by the Board of Education who shall make its decision solely upon the evidence presented at the hearing.

- \*A record shall be kept of the hearing.
- \*The Board of Education shall state within a reasonable time after the hearing its findings and decision regarding expulsion of the student.
- \*The findings of the hearing authority shall be put in writing and sent to the student and his/her parent/guardian.
- \*The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

NOTE: Suspension and/or expulsion of special education students will follow state guidelines.

### **Due Process Rights**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

#### **Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

#### **Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

## **ACADEMICS**

### **Communicating with Teachers**

Teachers can be communicated with via phone or e-mail. Call the MJHS office at 989.687.3360, and one of the secretaries will transfer you to voicemail of the teacher you wish to contact. The e-mail addresses of teachers can be found by going to [www.merps.org](http://www.merps.org) and clicking on "staff" in the menu tab. Call or e-mail the teachers directly, if you have any questions, comments, and/or concerns, and they will get back to you as soon as possible.

## **Parent-Teacher Conferences**

Planned parent-teacher conferences will be held during the school year. Notification of time and date will occur prior to conferences. During these conferences the teachers will briefly discuss the progress of the student. If additional time is needed, the parent and the teacher can arrange an appointment at a later date. Parents are encouraged to discuss their child's progress with teachers at any time throughout the school year. Please contact the teacher during their prep time on the phone or via e-mail to make arrangements.

## **Keeping Up-To-Date on Student Progress**

Meridian Jr. High School utilizes two online systems for student records. **Echo** is used daily by students in class, and it is where up-to-date assignment grades are stored.

**Skyward** is where attendance, report cards, and student and parent contact information is stored. Parents receive a letter in August with their login information. Contact the office at 989.687.3360 if login information is needed any other time of the year.

Parents can login to their Echo account if they want to check on their student's current progress or to be made aware of their daily class agendas. Parents can login to their Skyward account to verify their student's personal information, to see report cards, and to notify the school of an upcoming absence. Both systems will share the same username and password, and they can both be accessed in "Quick Links" within the menu tab on the district's web page at [www.merps.org](http://www.merps.org).

Parents need to register their child for the 2022–2023 school year online through Skyward before **September 30th**. Our registration form will ask you to confirm your email address, phone numbers, and emergency contacts among other things. Additionally, paper copies of report cards will only be sent home at parent request. This request can also be completed through the registration process in Skyward.

## **Homework**

Homework will be assigned and collected at the teacher's discretion. The amount of homework depends on the number and difficulty of the subjects, along with the amount of study time the student has during the school day. Students are expected to complete all homework assignments.

## **Report Cards**

The school year is divided into 2 semesters of 2 marking periods each. Each marking period is approximately 9 weeks long. Report cards are created four times per year at the end of each marking period, and parents can see their student's report card in Skyward via the Family Access portal. Hard copies of report cards will be issued to parents who request them in Skyward. Test results, presentations, citizenship, tardiness, daily work, projects, absences, attitudes, conduct, courtesy, and ability are some of the considerations used in grading report cards.

## **Grading (Junior High)**

Semester grades at Meridian Junior High School will be computed in the following manner:

- |                                |     |
|--------------------------------|-----|
| 1 <sup>st</sup> Marking Period | 1/2 |
| 2 <sup>nd</sup> Marking Period | 1/2 |
- No E- or E+ to be given (An E will appear as an F on the Report Card)
  - Grade Point Averages (GPA's) are figured by the computer on a 4.0 scale
- A – 4 honor points – superior work

- B – 3 honor points – above average work
- C – 2 honor points – average work
- D – 1 honor point – below average work
- F – 0 honor points – unacceptable work
- I – 0 honor points – work incomplete

-With scores averaging out between whole numbers, rounding up or down will be at the discretion of the teacher.

-Teachers using different grading procedures for marking period grades will submit and have the procedure approved by the principal, and will notify students of the grading procedure.

- Teachers will calculate grades by using a weighted system that takes into account different types of outcome learning. These grades may reflect “Knowledge and Thinking, Oral Communication, Agency, Written Communication, and Collaboration”

- 5th - 8th Grade GPA's be used to calculate Honor Roll. Additionally, 8<sup>th</sup> grade GPA's will accumulate over four years from 5<sup>th</sup> grade thru 8<sup>th</sup> grade and will be used to identify students receiving Summa Cum Laude honors.

### **Extra Credit**

Extra Credit may be given at the discretion of the teacher when a student goes above and beyond the expectations of a particular course curriculum but should not be expected.

### **Honor Roll**

The Honor Roll is calculated each marking period. To be eligible, a student must have a 3.0 (B) average and no "D" or "F" or "I" grades.

### **Incomplete**

An incomplete as a marking period or semester grade is given when a student has work to complete to earn the grade. Generally, this is due to absence(s) at the end of the semester or marking period. An incomplete is not a passing grade. Students have a time limit equal to the length of the time missed to make up an incomplete unless other arrangements are made with the teacher involved and the Principal. A student will receive an F for an incomplete not made up within the allotted time. The student is always responsible for making arrangements with teachers to make up an incomplete.

### **Promotion, Placement and Retention (Academic Probation)**

All students will be expected to successfully complete all their classes each semester. Students who don't successfully complete all their classes each semester will be considered for retention. Each student considered for retention will be looked at, individually based on age, ability, maturity, and other considerations, by a committee made up of the Principal, Counselor, and a teacher. Normally, however, a student will not be retained (1) for more than one-year (2) if they are too old (3) if they have the ability and are not using it wisely. Once this committee makes a recommendation to retain or to promote the student the following will occur:

**-Promotion** – A letter will be sent home explaining that your child has failed a class or classes during the past school year. The parent/guardian will need to send that letter back to the Junior High office, signed, so their son/daughter can be “lifted” to the next grade.

**-Retention** – A meeting will be set up with the Principal, Counselor, a Teacher, the Student, and his or her parents. The student's future educational plan will be discussed, recommended, and implemented at this meeting.

**-Special Education** - Students in Special Education will be retained promoted by the recommendation of the student's Individualized Educational

Planning Committee (I.E.P.C.). This committee will discuss the progress of the student and will recommend a future educational plan for the student.

## ATTENDANCE

### **Tardy Policy**

Tardiness disrupts the class and the educational process, and is a poor habit to develop. Students who are tardy to one class four (4) times during a semester will be sent to the Behavior Support Center and have a parent contact made by the teacher. Students who are tardy to one class six (6) times during a semester will be assigned a lunch detention and have a parent contact made by the Principal or Assistant Principal. Eight (8) tardies in one class in one semester will result in two (2) lunch detentions and a call home from the Principal or Assistant Principal. Ten (10) or more tardies in one class in one semester will result in a Saturday Detention as well as a call home from the Principal or Assistant Principal. ***A student is considered tardy if she/he is not in her/his scheduled classroom at the beginning of class. If a student is 10 or more minutes late for a scheduled class, she/he will be considered tardy and absent.***

### **Attendance Policy**

**Regular school attendance-** is the responsibility of the student and his/her parent(s). The laws of the state of Michigan clearly hold that the responsibility for attendance of children under the age of sixteen (16) rests with the child's parents. When students fail to attend classes, an educational experience is lost. For that reason, schools also have developed attendance requirements for all students in their care. Students who attend school regularly usually achieve better grades, earn more benefits from their total school experience, and gain valuable lifelong work habits. Because the school has the responsibility to inform parents when students are having attendance problems at school, non-attendance letters will be sent home. The letter will be sent to any student who has **5** or more absences. The letter will be sent again when a student has reached **8** absences. Once a student reaches ten (**10**) days of absences the student and parent will be required to attend a meeting with the Truancy Officer or his designee. Each teacher keeps a record of attendance for all students in his/her class. The teacher's attendance records are the official school records. Attendance records are kept by period, day, week, nine weeks, semesters, and year. Attendance records will be kept in the main office on the computer for the purpose of generating letters, reports, and audits. The county attendance officer will be informed when a student has accumulated twelve (**12**) or more absences. The county attendance officer will be informed of all students under the age of sixteen (**16**) who have accumulated twelve (**12**) or more consecutive absences. Students who miss more than ten (**10**) consecutive days of school without informing the school of a valid reason will be dropped from the school rolls.

### **-Meridian Junior High School operates under a "closed campus" policy-**

This means students may not leave the school building without authorization from the office or without a pass from a teacher specifying the reason for leaving. Students who have appointments, errands, etc. may leave the building during the day only after they have verified parental permission and have been signed out in the office. Students will not leave the building with anyone who is not on their emergency card. The students are not to be in the parking lot area or the garage area behind the school for any reason at any time without permission from the office or a teacher. Students are not to leave the Junior High School area upon arriving at, during, and/or after school in the morning,



including going on private property surrounding the school and the public roadways. During school hours, students will not pass beyond the Meridian Junior High School sign in front of the building.

**-Extenuating circumstance-** are those beyond the control of the student and his/her family such as sickness, serious illness or injury (which will require an excuse such as a doctor's note), or higher family obligations such as a death in the immediate family, a family wedding or trip (which will require a pre-excuse from the parent); forms for this are available in the office. Please follow these steps.

-Have a parent or guardian write an excuse giving name, date, day(s) of absence(s), and the reason for the absence(s). (Parents are encouraged to phone the office with this information on the morning of the absence rather than write a note. Extended illness, however, should be documented with a doctor's note).

-Present your excuse to office personnel.

-Plans to do all make-up or missing work should be made immediately. Students who are absent are expected to check for missed work on Echo and then ask their teachers for any other work they may have missed immediately upon return and complete it in a timely manner. **The office will only collect work for students after two or more days of consecutive absences.** For each class session missed, upon the student's return, one class session will be allowed for completion of work. (e.g. A student who misses Monday and returns on Tuesday would be allowed to turn in assignments no later than Thursday). This may be lengthened at teacher discretion. Students who are absent on the day of an assessment (i.e. test, quiz, presentation) but are not absent the school day before the assessment are expected to take the assessment or give their presentation on the day of their return. Alternative arrangements for presentations will attempt to be made ahead of time with group members and the teacher for planned absences. Students who have an unplanned absence on the day of a presentation may have to present without their group members on the day of their return.

**Skipping-** Students between the ages of 6 and 16 are of compulsory school age. Consequences for students who do not go to class and/or leave the building/grounds without valid reason, and without permission, either for a class period or the remainder of the day will range from after school detention to suspension.

## **EQUIPMENT ON LOAN & FEES**

### **Library Use and Guidelines**

The library is available for use by students during the school day, but fines are assessed for overdue books, and students will be charged a replacement fee for missing or damaged books. Students are expected to be aware of when books are due. Students are not allowed to check out any materials when they have an overdue book or a fine.

### **Textbooks & Chromebooks**

Textbooks and Chromebooks are loaned to students. Students are responsible for the care of each book and laptop and are expected to pay for any unreasonable damage done to books or laptops issued to them. Students are also expected to pay for any damage that they do to books or laptops assigned to other students. Students must pay for lost books and laptops.

## **Fees**

Fees are charged for certain classes. Articles made in these classes then become the property of the student. If you cannot afford to pay the fee, then the projects made are the property of the school. The fees reflect minimum class requirements and are not refundable. If a student wants to keep their project, or make a special project that involves additional costs, the fees and costs must be paid before the project is started.

- The fee for Industrial Arts 7/8 is \$20 per semester.

## **COUNSELING**

### **Guidance and Counseling**

The Counseling Office is a resource center for a student's personal, educational, vocational, and occupational development. The Counseling Office also may:

1. Handle all student scheduling, helping students select subjects they want and need, along with assistance in short-term and long-term planning.
2. Handle testing for class placement, interests and aptitudes, M-STEP, and other standardized tests, interpreting the results for students and parents.
3. Help register new students by scheduling their classes and explaining school policies.
4. Help students better understand themselves and their relationships with their family and friends.
5. Make arrangements with other agencies for counseling and/or assistance for students.
6. Assist with school-related problems or conflicts using school policies and guidelines.

### **Disclosure Statement**

Students should be aware of the Michigan Child Protection Law (PA #238 of 1975) which defines a number of professional persons as "mandated reporters". Among the persons included in the law are school administrators, teachers, and school counselors. The law requires "mandated reporters" to report suspected child abuse or neglect to the Family Independence Agency, Protective Services. A "child" is defined by law as any person under the age of 18.

### **Informed Consent**

Students who engage in a professional counseling relationship with members of the school counseling staff should know that communication between the student and counselor are confidential. The exceptions to this confidentiality are instances where child abuse or neglect is suspected or an instance where a student is believed to have intent to harm him/herself or others.

## **PRIVACY**

### **Release of Information / Image**

In compliance with the Family Educational Rights and Privacy Act of 1974, the Meridian School District follows these policies with regard to directory information, which is defined as a student's name, address, telephone number, date and place of birth, school activities' records, honors and awards, class schedules, and other information generally found in school yearbooks. The district also submits photos, audio and visual clips, creative writings, honor roll lists, and other news information to be published in the area media. (Newspapers, Meridian Reporter, Mustang Express, television, or radio).

Classroom activities, field trips/excursions, and events may be covered by the same media. However, the district does not honor list requests from groups, organizations, or individuals that do not have a specific school-related purpose. The district may release such information without specific permission from a student's parents. Any students or his/her parents who do not wish to have directory information or images released must file a written request to that effect with the principal. The annual publication of this handbook is considered to be an annual public notification of these policies. (See Attached Image Release Form)

### **Student Privacy Protections**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or the student's parent/guardian;
  2. Mental or psychological problems of the student or the student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom the students have close family relationships;
  6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**REQUEST FORM TO KEEP YOUR CONTACT INFORMATION PRIVATE AND TO  
PROHIBIT THE RELEASE OF IMAGES**

The law (Family Educational Rights and Privacy Act and No Child Left Behind Act) requires that schools give parents the opportunity to request that directory information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school.

If you do not want your information released to military recruiters and/or request that your information be kept private in other places, as well (such as a yearbook or other school publication), please fill out the form below.

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or the student, if he/she is over 18 years of age). If you do not opt out, a school may provide only the student's name address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.

These requests are separated in the form below, so that it is clear what information you wish to be released and to whom it may be released. Once you have signed and returned the form, the information may not be released without a parent or guardian's prior written consent.

Law does **not** require it, but it is recommended that, if you are opting out from disclosure of directory information, a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.

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

Dear Mr. Boxey of Meridian Junior High School,

I hereby request that the name, address, telephone listing, and pictures of the following student,

\_\_\_\_\_,  
(Print name of student)

**Check all that apply**

\_\_\_\_\_ are only to be used for Educational purposes.

\_\_\_\_\_ are not to be released to military recruiters without prior written parental consent.

\_\_\_\_\_ are not to be released to anyone in any school publication without prior parental consent.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Print name of parent or legal guardian

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Print name of student

## **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

### **Extracurricular Activities**

Students in extracurricular activities such as Student Council, Robotics, and Mentoring are subject to the same policies and rules as students in athletics as outlined below. In place of the athletic director, the assistant principal of MJHS or his designee will be the administrator in charge of non-athletic extracurricular activities.

### **Athletics**

Athletics are an important part of our school program. The purpose of athletics is to aid in the development of leadership, cooperation, sportsmanship, physical fitness, and the competitive spirit in our students. In order to participate in the athletic program at Meridian Junior High School, a student must meet the eligibility criteria of the Michigan High School Athletic Association and Meridian Junior High School, as well as follow the rules of the athletic policy of MJHS and MHSAA.

-To be academically eligible, a student must have received credit for at least 50% of full credit load potential for a full time student in the previous semester in which they were enrolled. (The exception to the previous semester rule is first semester 6<sup>th</sup> graders in Cross Country and first semester 7<sup>th</sup> graders in Volleyball and Basketball). A student must also be currently (weekly) passing 50% of his/her full credit load.

-A seventh or eighth grade student must be under fourteen or fifteen years of age respectively, except that a student who reaches that birthday on or after September 1 of a current school year.

-Students desiring to participate in athletics must have passed the required physical examination and have parental permission to participate in any contest or practice. A physical card may be obtained from the office and must be returned to the office once it is completed.

-To maintain eligibility, a student must not accept, for participating on any athletic team, an award valued at more than \$15.00.

-Meridian Jr. High sponsors 7<sup>th</sup> and 8<sup>th</sup> Grade Volleyball, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Competitive Cheer, 7<sup>th</sup> and 8<sup>th</sup> Grade Girls' and Boys' Basketball and 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Girls' and Boys' Track and Field. All other athletics including but not limited to middle school Baseball, Sideline Cheerleading, and Football have no affiliation with Meridian Public Schools.

### **Athletic Policies**

The term "athletes" shall include team managers and active participants of any interscholastic sport sponsored or recognized by the school. Each athlete is subject to all training rules and regulations as set forth by the Athletic Council, and accepted by the Board of Education.

A person's status as an athlete occurs when they attend their first practice. The athletic year extends from the first day of practice in the fall through the last game/meet in the spring. Athletes and would-be athletes are covered throughout the entire school year, whether they are participating, have participated, or are going to participate in sports during the current school year.

Athletics is a privilege. Student athletes are expected to participate in their sport of choice in a manner that exemplifies sportsmanship and reflects positively on the school. If any athlete brings dishonor upon his school, team, or community, he or she will be

indefinitely suspended until appropriate action can be taken. The following rules govern participation at Meridian Junior High School:

1. Meridian Public Schools **does not** carry any athletic insurance on any of its athletes. There is a catastrophic insurance policy, but no general insurance. For example, if your child sprained their ankle playing basketball in practice or a game, and needed x-rays your insurance and you would have to pay the bill.
2. An annual Sports Physical is **required** for all school sponsored sports programs.
3. Practices and games are mandatory. Anyone missing practice without permission from his or her coach will earn an unexcused absence. Excused school attendance will be an excused absence. If an athlete has late practice they either go home and come back for practice or report to a designated room by 3:00 with their coach. These students may eat and drink in the room, but must clean up their mess. These students may not leave the building, and may only leave the room for emergencies.
4. An athlete must be present for at least the second half of the school day to participate in a practice or game for that day. Exceptions may be arranged in advance with the athletic director or principal. For a Saturday or Sunday contest, an athlete must have been present for the entire school day prior to the contest in order to participate unless a prior arrangement is made with the principal or athletic director. An athlete suspended from school shall be suspended from all practices and games during the period of suspension. Any athlete getting an 8<sup>th</sup> hour for disciplinary reasons must attend the 8<sup>th</sup> hour and miss practice or the event. This will be an unexcused absence.
5. Athletes may not exchange equipment during the season without the permission of the coach. All changes must be the equipment they signed for. Athletes will be required to pay for unreturned equipment they signed out. All uniforms and equipment owned by the school are to be returned to the coach within two days of the last game of the season. When a student drops a sport prior to the end of the season, all uniforms and equipment are to be returned immediately. No student will be allowed to participate in a sport if he/she has not returned or financially accounted for all uniforms and/or equipment in a prior sport.
6. Report all injuries immediately. An injury is not an excuse for missing practice.
7. No vulgar language is to be used at any time during practices or contests on or off the floor or field.
8. A sport season will consist of the first day of practice to the last scheduled event of the sport.
9. Excused absences from practice. If an athlete has a valid reason for missing a practice, he/she must notify the coach prior to the practice. Two unexcused absences from practice will be considered as a decision on the part of the athlete to quit the team and he/she will be dropped from the roster.
10. Every player will go to and from all athletic contests on the bus, unless prior permission is obtained from the principal or athletic director. If an athlete is suspended from the bus, the athlete may not ride the bus to or from an Away game. This will be an unexcused absence.
11. All MHSAA rules are to be followed by Meridian Junior High School athletes.
12. The following violations will result in an athletic penalty as well as a school penalty: alcohol, tobacco, or drug possession or use, stealing, vandalism, immoral conduct, indecent conduct, or insubordinate behavior. Anyone accused of violations in these areas will be excluded from participating in sports under the guidelines listed below.

Anyone accused of the above will be excluded from participating in sports until they have a hearing in front of the Athletic Council. The parents and student will be notified in writing that a hearing will be scheduled within five school days. If the charges are affirmed by the Athletic Council (composed of the Principal, who shall act as Chairman, a Board of Education member, the Head Coach of the sport the student is participating in

at the time of the alleged violation and another coach appointed by the Principal) the Council will determine the punishment. Likely punishments may be as follows.

- 1<sup>st</sup> offense: up to 1 ½ season's suspension with probation. Violations "13" above – Athletes who choose to become involved in an assessment program and complete all recommendations will be returned to playing status after 25% suspension for the season. Suspensions may carry over into the next athletic season.
- 2<sup>nd</sup> offense: Suspension from participation in any sport for up to one year from the date of the infraction with probation during the year of suspension. Violations "13" above: Athletes who choose to become involved in an assessment program and complete all recommendations will be returned to playing status after the completion of 1 sport season. Suspension may carry over into the next season. (Past year's participation will determine the "next season".)

13. Hazing of any kind will not be tolerated at Meridian Junior High School.

### **Appeal Procedure**

The Athletic Director, Coach, or their designee may appeal any suspension of an athlete for violations of this Code of Conduct within five school days from notification of the penalty.

All appeals must be based on questions of fact and/or due process only, and must be presented in writing. The Committee will render a written decision within five school days to the student, his/her parents or guardians.

### **Self-Disclosure**

An athlete who, by him/herself with his/her parent/guardian, voluntarily discloses his/her violation of the substance abuse policy under this Code prior to any reports, charges, or complaints shall be referred to Student Assistance, and will be required to participate in a screening and educational program. However, loss of eligibility, removal from athletics shall be modified as hereinafter provided in this section. The specific provisions for self-disclosure, as stated above, are as follows:

- A. Self-disclosure, whether by the student alone, or together with parent/guardian, may be made to a coach, athletic director, or principal. Disclosure shall not be complete, however, until the person to whom disclosure is made (if other than the appropriate principal or athletic director) formally notifies the appropriate principal or athletic director of the disclosure. Further, such notification of disclosure is to be completed within twenty-four hours of the initial disclosure by the athlete or participant. Any intervening independent report, charge, or complaint with regard to a particular incident prior to formal notification to the athletic director or principal will cause the disclosure to be deemed non-voluntary, and the athlete or participant in such instance shall not be afforded the benefits of this section of the Code.
- B. Self-disclosure, which meets the requirements of this section, shall apply only to athlete's first offense. Upon a first violation, where there is appropriate self-disclosure as defined above; the athlete shall be referred to Student Assistance, and will be required to complete a screening and 10 session educational program. However, there will be no loss of eligibility as long as the class attendance provision, screening, and all recommendations from the screening agency and Student Assistance Program are followed.
- C. The provisions for self-disclosure contained in this section shall apply only once to any athlete or participant during his/her years in the Meridian School District.
- D. Self-disclosure shall not modify the penalties or sanctions for second or subsequent violations. In a first violation situation where an athlete has, as a result of self-disclosure, received the reduced penalty under the provisions of this section, any



failure by the athlete to comply with the requirements or recommendations shall result in immediate termination of the reduced penalty status. The penalty for the original violation shall be the same as though there had been no self-disclosure.

E. Any cost for required classes is the responsibility of the student.

### **Self-Referral/Parental Referral/Peer Referral**

1<sup>st</sup> Referral- Athlete remains on team – no disciplinary action imposed

2<sup>nd</sup> Referral- Same as 1<sup>st</sup> violation offense already listed for non self-referrals.

Peer Referral- Team member will be confronted by his/her coach. No punitive action will be taken if the violation is confirmed by the athlete; athlete can choose actions under self-referral first offense or can resign from the team.

### **Sportsmanship / Unsportsmanlike Conduct**

It is the goal of Meridian School District to promote and foster good sportsmanship among its student athletes and fans. In conjunction with the MHSAA, the district's goal is to allow the fans to enjoy the athletic contest and support our student athletes by cheering positively for their efforts rather than demeaning their opponents. The following behavior constitutes unsportsmanlike conduct:

\*Taunting – To mock the opponent in any way, (i.e. singing na na na good by after a victory.)

\*Vulgarity/obscene language or gestures (i.e. chanting bull—after a referee's call.)

\*Disrupting/interrupting the contest in any way, (i.e. throwing objects such as confetti on the playing is prohibited at indoor activities to eliminate the danger of a player or spectator slipping.)

\*Distasteful/uncouth behavior to others

If a student's behavior falls into one of these categories, the student will be suspended from attending any athletic event sponsored by the school for two weeks. After this time, the offender will be allowed to attend on a probation-like behavior. He or she will be suspended from attending contests for the remainder of the sport season for repeat offenses.

## **MISCELLANEOUS**

### **Lost and Found**

The school office handles lost items. Take lost items promptly to the office where the owner can claim them. It is the responsibility of the student to take care of their belongings. All unclaimed items will be given to charity periodically throughout the year.

### **Dances / Activity (FUN) nights**

Dances and/or activity nights are scheduled periodically for MJHS students. Activity (FUN) nights for 5<sup>th</sup> and 6<sup>th</sup> graders, and dances and/or activity nights for 7<sup>th</sup> and 8<sup>th</sup> graders). The principal must approve all events in advance.

Guidelines for dances / activity (FUN) night include:

1. All general school rules apply during the event.
2. All grade level rules apply.
3. All events must end by 9:00 p.m. with the exception of events that are after school, which must be over by 5:00 p.m.
4. The advisor of the group sponsoring the event and at least four other adults must chaperone.
5. The school doors will be locked 30 minutes after the event begins. Students are not allowed outside at any time except to leave unless the event takes place outside.

(Students must stay within the area in which the event is taking place when an event is held outside.) Once a student leaves the building he/she will not be allowed to re-enter.

6. The group sponsoring the event is responsible for leaving the event area neat and in order.
7. Guests are not permitted to attend dances and activity nights.
8. Disruptive or disorderly behavior will result in that person's removal from the event and possible further disciplinary action.

### **Fundraising**

Students should not bring non-school-based fundraising materials from home to sell to other students or teachers. The items and/or money may get taken and/or lost.

The school runs a few fundraisers that your child may be asked to participate in. MJHS runs a large fundraiser every fall for trips and other school functions. The band and the athletic teams sometimes run fundraisers to aid their programs as well.

### **Publications Advertising Outside Events or Activities**

All publications, distribution, or display of written materials to students is subject to review by the administration. To be acceptable, such materials must be without libel, obscenity, or any advocacy of illegal acts. The general nature of such material should be consistent with the goals and purposes of the school. Any distribution, which disrupts or interferes with school activities, must be avoided.

## **GLOSSARY**

### **Absent**

Results when a student is 10 or more minutes late to her/his scheduled classroom according to the planned class start time.

### **Arson**

The burning of or attempt to burn any building, structure, or property of the school district.

### **Assault**

The act of initiating a physical attack against another person or person.

### **Bomb Threat**

Raising or creating any false alarm of bomb in and to any building, or part of any building, structure, or property of the school district by any means or matter whatsoever.

### **Disrespect of a Faculty Member**

Any comment or behavior, which demeans the person it is intended for, is obscene, or is insubordinate.

### **Cheating**

Copying work that is not your own, citing research without credit, allowing others to copy your work, violating classroom rules about test-taking, or submitting someone else's work that you claim as your own.

### **Dangerous Weapon**

A firearm, dagger, dirk, stiletto, knife with a blade three inches or longer (hilt to point), knife opened by a mechanical device, iron bar, brass knuckles, etc.

### **Disruption of school/class**

Examples include: yelling in class, yelling/running in the halls, persistent talking in a class, refusing to sit in an assigned seat, throwing things in class, aggressive behavior towards another student, etc.

### **Explosives, fireworks, and foul substances**

Any article containing an explosive or combustible substance, including fireworks, firecrackers, lighters, or any foul, offensive, or injurious substances with the intent to use the same against the person or property of another.

### **Expulsion**

The term “expulsion” denotes a Board level disciplinary action whereby a student:

\*Is separated by the Board of Education from school attendance for a period in excess of ten school days.

\*Is separated from school attendance for the balance of the current semester or current school year.

\*Suffers a penalty, which automatically prevents his/her completing within normal time his/her overall course of study in any school in the school district.

Expulsion is the action taken by the Board of Education. The student is no longer permitted to attend the Meridian Public Schools until the Board rescinds the original expulsion. This can occur only after the Board has been petitioned by the student and/or parent/guardian. Re-enrollment will only be permitted at the start of a semester.

### **Extortion/Blackmail**

The direct attempt to extract money, goods, or favors from another person through coercion, force, or threats.

### **False Alarms (of fire)**

Raising or creating any false alarm of fire in any building or part of any building, structure, or property of the school district by any means whatsoever.

### **False Call**

The act of claiming the identity of another person to excuse a student from a class or from school.

### **Fighting**

The act of quarreling that results in aggressive bodily contact in or on school property, at school-sponsored activities, or going to and from school on school transportation.

### **Firearm (look-alike firearm)**

An instrument that has a function to propel an object, as a gun, including but not limited to a starter pistol, bee gun, toy gun, pellet gun.

### **Forgery**

The act of falsifying information in writing.

### **Gross Misbehavior**

Overt behavior that threatens the property, safety, or wellbeing of others, including, but not limited to, the promotion of fighting.

### **Harassment/Intimidation**

Any act or repetition of acts of threat by force against another student or staff member

### **Hazing**

An intentional, knowing, or reckless act by a person who acted alone or with others that was directed against an individual and that the person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of pledging, initiation into, affiliation with, participation in, holding office in, or maintaining membership in any organization.

### **Illegal Entry**

Forced or unauthorized entry into a school building, classroom, or other school property, such as a bus.

### **Illegal Explosives**

Possessing, using, threatening to use, or transferring any weapon capable of inflicting bodily injury.

### **Inappropriate Behavior/Gestures/Materials**

Behavior on or in school property that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures. Indecent

materials include those portraying obscenities or vulgarity in pictures or caricatures visible to others in the school setting.

**Indecent Exposure**

Making any open or indecent exposure of one's person or the person of another.

**Insubordination**

Failure to follow a reasonable request by a staff member.

**Intimate Acts**

Prolonged public displays of affection or inappropriate physical contact in the school setting or on school property.

**Littering**

To dump, deposit, place, or leave litter in and upon school property other than in the appropriate receptacles.

**Loitering**

To be somewhere other than an authorized location and refusing to leave when told; being in a school area without a pass.

**Major Theft**

Property valued at over \$100.

**Profanity**

Language that is unacceptable to school/community standards.

**Tardiness**

Arriving to **the student's scheduled classroom**, after the **planned starting time of the class**.

**Theft**

The act of acquiring the property of another without his/her consent.

**Trespass**

Entering the premises of the school district without authority after having been forbidden to do so by school authorities, or failing to leave school property after being told to leave by school authorities.

**Truancy**

Violation of compulsory attendance laws, chronic absence from school. Chronic tardiness is also considered truancy.

**Vandalism**

Defacing or destroying school property or the property of others.