

**Meridian Public School  
7-12 Student/Parent  
Handbook  
2023-2024**



**Meridian  
Mustangs**

**Mr. Randy Kort, Superintendent  
Mr. Alex Hull, Principal**

# Meridian Public School

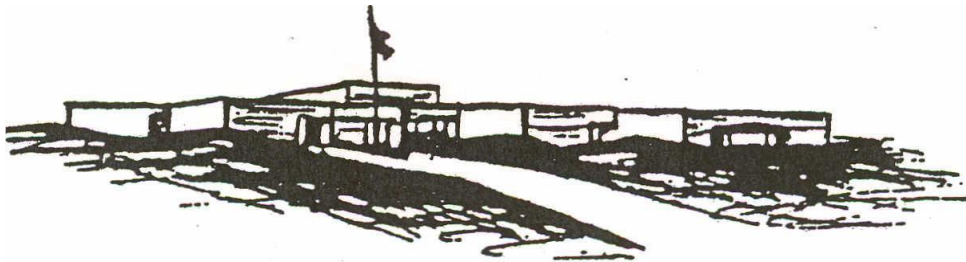
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## Mission Statement

Meridian Public Schools will educate all students in a safe, nurturing environment while challenging them to develop their integrity, knowledge and unique talents to become responsible, productive citizens.

## Belief Statement

- We believe each individual has the right to a safe and comfortable physical and emotional environment.
- We believe all students have unique and special gifts.
- We believe all students can learn.
- We believe that everyone needs positive goals.
- We believe education is a cooperative effort between home, school, and community.



Home of the Mustangs!

*Distributed by the Meridian Senior Class of 1996.*

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## Article 1: Mission, Beliefs, Welcome and Responsibility

### Section 1: Mission Statement

Meridian Public Schools will educate all students in a safe, nurturing, and inclusive environment while challenging them to develop their integrity, knowledge and unique talents to become responsible, and productive citizens.

### Section 2: Belief Statements

- We believe each individual has the right to a safe and comfortable physical and emotional environment.
- We believe all students have unique and special gifts.
- We believe all students can learn.
- We believe that every individual needs positive goals with high expectations.
- We believe education is a cooperative effort between home, school, and community.

### Section 3: Welcome and Responsibility

Whether you are a new or continuing student at Meridian, we hope that the information in this handbook will help guide you through a successful 2023-2024 school year. The faculty and support staff are pleased to have you as a part of our educational program and activities. As a contributing member of our “Mustang Family”, it is your responsibility to read and understand the necessary school guidelines and procedures set forth in this handbook to help make Meridian an efficient, safe, and productive environment.

When questions arise, please remember that the teaching staff, support staff, counselor, and the administration are here to assist you. Parents and students alike are always welcome to contact school personnel for needed assistance. The entire staff is looking forward to the opportunity to work with you and encourage you to strive for personal excellence and growth this year at Meridian.

## Article 2: Information

### Section 1: Staff

#### Administration

Randall Kort	Superintendent
Leslie Drees	PK-6 Principal
Alex Hull	7-12 Principal/AD

#### Office Staff

Trish Endorf	District Secretary
Kathy Houser	High School Secretary
Kelli Schoenbeck	Elementary Secretary

#### Junior-Senior High Staff

John Adam	Business
Matthew Asche	English
Jacob Baber	Special Education
Leslie Drees	7-12 Instrumental Music
Maureen Halama	7-12 Vocal Music
Amanda Hanzlik	Middle School
Lisa Hermsmeier	PreK-12 Guidance
Lorrie Hofstetter	Science
Clint Jones	7-12 Physical Education
Kim Peters	Family & Cons. Science
Chris Placek	Art/Enrichment
Shawn Pohlmann	School Librarian
Mary Nieves Ruiz Garcia	Spanish
Noah Temme	Social Studies
Amy Weber	Math
Emilye Yowell	Agriculture/Industrial Tech

#### Elementary Staff

Holly Adam	1 <sup>st</sup> Grade
Bryan Becker	5 <sup>th</sup> Grade
Connor Cogswell	Title
Echoe Davis	4 <sup>th</sup> Grade
Leslie Drees	Elementary Band
Maureen Halama	PreK-6 Vocal Music

#### Elementary Staff (Continued)

Robbin Hergott	2 <sup>nd</sup> Grade
Clint Jones	PreK – 6 Physical Education
Natalie Meyer	Kindergarten
Tara Miller	3 <sup>rd</sup> Grade
Nancy Paul	Preschool
Amy Schramm	6 <sup>th</sup> Grade
Sarah Thomas	Special Education

#### Paraprofessionals

Michelle Baxa	SPED Para
Shannon Burkhart	Elementary Para
Emily Corter	Elementary Para
Stephanie Hinrichs	Elementary Para
Cynthia Kerwood	Elementary Para
Elizabeth Noel	Elementary Para
Lori Pohlmann	SPED Para
Jen Wolfe	SPED Para

#### Cooks/Custodian

Gina Schafer	Head Cook
Mike Hofstetter	Head Custodian
Shari Bachle	Kitchen
Kimberly Kotas	Kitchen
Kenny Falck	Custodian

#### Bus Drivers

Tonya Griffin
Charles Houser
Janelle Heiserman
Elizabeth Noel
Emily Corter

#### Routes

Fairbury/Daykin
Daykin/Western
Alexandria/Gilead
Tobias/Ohiowa
Western

**ESU #5**

Lindsey Bruna  
 Staci Hergott  
 Cami Hallowell  
 Lisa Richardson  
 Wade Vernon

Speech  
 School Nurse  
 Occupational Therapy  
 Hearing  
 Technology

**Other Coaches**

Deanna Brakhage  
 Robert Schropfer  
 Jack Sobotka  
 Brooke Wolfe

Cheerleader/Dance  
 Girls Basketball  
 Junior High Basketball  
 Volleyball

**Meridian Board of Education**

President	Jason Bartels
Vice President	Scott Sobotka
Secretary	Jamie Niederklein
Treasurer	Brian Rut
Member	Joy Barton
Member	Rene' Scheer

**Section 2: Location of Offices**

The Superintendent's Office is located just inside the main doors of the school, on the north end of the Commons Area. The prek-6 Principal's Office is located south of the high school library. The 7-12 Principal's office is located south west of the high school library.

Anyone seeking school information, wishing to visit the school, or talk with a teacher or student, must report to the Superintendent's Office upon entering the building. Visitors are always welcome, but are asked to check in at the Superintendent's Office to receive a visitor's pass before visiting classrooms.



Section 3: District Calendar

<b>Meridian Public Schools</b>																											
<b>2023-2024</b>																											
<b>July</b>							<b>* Friday dismissal is 3:10</b>							<b>January</b>													
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>								<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
					1	2									1	2	3	4	5	6							
3	4	5	6	7	8	9									7	8	9	10	11	12	13						
10	11	12	13	14	15	16									14	15	16	17	18	19	20						
17	18	19	20	21	22	23									21	22	23	24	25	26	27						
24	25	26	27	28	29	30									28	29	30	31									
31														<b>February</b>													
<b>August</b>														<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>												1	2	3							
		1	2	3	4	5	Aug 7: FB / VB Practice								Feb 12: PTC 4-8:00pm	4	5	6	7	8	9	10					
6	7	8	9	10	11	12	Aug 11,14, 15: Inservice								Feb 14: PTC 4-8:00pm	11	12	13	14	15	16	17					
13	14	15	16	17	18	19	Aug 16: 1st day /half dy								Feb 16: Comp Day: NS	18	19	20	21	22	23	24					
20	21	22	23	24	25	26									Feb 21: CRC Speech: NS	25	26	27	28	29							
27	28	29	30	31										<b>March</b>													
<b>September</b>														<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>													1	2							
					1	2	Sep 4: Labor Day: NS								Mar 7: end 3rd Quarter	3	4	5	6	7	8	9					
3	4	5	6	7	8	9	Sep 20 & 21: PTC								Mar 8 Spring Break: NS	10	11	12	13	14	15	16					
10	11	12	13	14	15	16	Sep 21: Early Out									17	18	19	20	21	22	23					
17	18	19	20	21	22	23	Sep 22: Comp Day: NS								March 29: Easter Break	24	25	26	27	28	29	30					
24	25	26	27	28	29	30										31											
<b>October</b>														<b>April</b>													
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>								<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
1	2	3	4	5	6	7																					
8	9	10	11	12	13	14	Oct 13: end 1st Quarter								April 1: Easter Break	1	2	3	4	5	6						
15	16	17	18	19	20	21	Oct 20: Fall Break: NS								April 5: JH Honor Clinic	7	8	9	10	11	12	13					
22	23	24	25	26	27	28	Oct 27: Inservice : NS									14	15	16	17	18	19	20					
29	30	31														21	22	23	24	25	26	27					
<b>November</b>														<b>May</b>													
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>								<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
			1	2	3	4											1	2	3	4							
5	6	7	8	9	10	11	Nov 22: 1:30 dismissal								May 8: District Track	5	6	7	8	9	10	11					
12	13	14	15	16	17	18	Nov 23: Thanksgiving: NS								May 9: Senior Trip	12	13	14	15	16	17	18					
19	20	21	22	23	24	25	Nov 24: Thanksgiving : NS								May 11: Graduation	19	20	21	22	23	24	25					
26	27	28	29	30											May 16: end 4th Quarter early out	26	27	28	29	30	31						
<b>December</b>														<b>June</b>													
<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>								<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>							
					1	2														1							
3	4	5	6	7	8	9	Dec 22: 1:30 dismissal									2	3	4	5	6	7	8					
10	11	12	13	14	15	16	Dec 23-27 NSAA Mortorium									9	10	11	12	13	14	15					
17	18	19	20	21	22	23										16	17	18	19	20	21	22					
24	25	26	27	28	29	30										23	24	25	26	27	28	29					
31																30											
<b>1st: S-87 T-92</b>							<b>2nd: S-88 T-93</b>							<b>Students Total 175</b>							<b>Teachers Total 185</b>						

## Article 3: Daily Procedures and Guidelines

### Section 1: Announcements

A daily bulletin is published that includes meetings, activities, absentees, and other information for that day. Announcements will be made over the intercom system ONLY when they cannot be handled in any other appropriate manner (preferably at the beginning or ending of the period.) This bulletin is e-mailed to staff and students daily. Students are responsible for reading the announcements daily.

### Section 2: Bell Schedule

Daily Schedule	Early Release Schedule	Late Start Schedule
8:00 Start of Day 8:07 Warning Bell 8:10 - 8:13 Pledge/Lunch Count (3 min) 8:13 - 8:59 1st Period (46 min) 9:02 - 9:48 2nd Period (46 min) 9:51 - 10:37 3rd Period (46 min) 10:40 - 11:26 4th Period (46 min) 11:29 - 11:56 "A" Lunch (30 min) 11:59 - 12:45 "A" 5th Period (46 min) 11:29 - 12:15 "B" 5th Period (46 min) 12:15 - 12:45 "B" Lunch (30 min) 12:48 - 1:34 6th Period (46 min) 1:37 - 2:23 7th Period (46 min) 2:26 - 3:12 8th Period (46 min) 3:12 - 3:42 Study Hall/R.4.E.A.D (27 min) <i>Regular Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>7-8 11:26-11:56;</i> <i>3-6 11:50-12:20;</i> <i>9-12 12:15-12:45</i>	8:00 Start of Day 8:07 Warning Bell 8:10 - 8:13 Pledge/Lunch Count (3 min) 8:13 - 8:43 1st Period (30 min) 8:46 - 9:16 2nd Period (30 min) 9:19 - 9:49 3rd Period (30 min) 9:52 - 10:22 4th Period (30 min) 10:25 - 10:55 6th Period (30 min) 10:58 - 11:28 7th Period (30 min) 11:28 - 11:58 "A" Lunch (30 min) 12:01 - 12:31 "A" 5th Period (30 min) 11:31 - 12:01 "B" 5th Period (30 min) 12:01 - 12:31 "B" Lunch (30 min) 12:34 - 1:04 8th Period (30 min) 1:07 - 1:30 Study Hall/R.4.E.A.D (23 min) <i>Early Out Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>7-8 11:28-11:58;</i> <i>9-12 12:01-12:31;</i> <i>3-6 12:30-1:00</i>	10:00 Start of Day 10:07 Warning Bell 10:10 - 10:13 Pledge/Lunch Count (3 min) 10:13 - 10:43 1st Period (30 min) 10:46 - 11:16 2nd Period (30 min) 11:19 - 11:49 3rd Period (30 min) 11:49 - 12:19 "A" Lunch (30 min) 12:22 - 12:52 "A" 5th Period (30 min) 11:52 - 12:22 "B" 5th Period (30 min) 12:22 - 12:52 "B" Lunch (30 min) 12:55 - 1:25 4th Period (30 min) 1:28 - 1:58 6th Period (30 min) 2:01 - 2:31 7th Period (30 min) 2:34 - 3:04 8th Period (30 min) 3:07 - 3:42 Study Hall/R.4.E.A.D (35 min) <i>Late Start Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>3-6 11:20-11:50;</i> <i>7-8 11:49-12:19;</i> <i>9-12 12:22-12:52</i>

### Section 3: Borrowed Articles

The school or its organizations frequently find it advantageous or necessary to borrow articles from individuals and business establishments for various school functions. We should show our appreciation for these courtesies by promptly returning borrowed property in as good condition as when it was borrowed. It is the student's responsibility under direction of the activity sponsor to secure and return borrowed property. Be sure it is returned immediately after use.

### Section 4: Bulletin Boards

Bulletin boards are maintained throughout the building. The principal must approve all postings placed on the hall bulletin boards by students. The library bulletin board is for the use of the librarian. Classroom bulletin board postings will be by or with the approval of the classroom teacher. Notices should be removed as soon as the purpose has been served. Make it a habit to read bulletin board notices daily. They may concern you.

### Section 5: Class Dismissal

Classes are in session from the ringing of the tardy bell until dismissed by the teacher in charge. The bell at the end of the period is a warning bell and not a dismissal bell. Students will remain in class until dismissed by the teacher.

### Section 6: Copy Machines

Only students that are Teacher / Library / Organization/ and/or Office Assistants may operate school copy machines. Only those students who have been taught the proper operation of the copy machines will be allowed to operate them. Personal copies made for students on the machine in the Superintendent's office will be charged ten cents per copy.

### Section 7: Counselor

The counselor program at Meridian Public Schools has the basic goal of helping students take advantage of the many opportunities at school and to prepare them for the next step in their lives.

There are four components to the counselor program:

1. Curriculum -- Lessons are developed for students in PreK-6 to help them attain, develop, and demonstrate competencies in academic, career, and personal/social development.

2. Individual Planning -- The counselor will work with individual students to make appropriate education and career plans.
3. Responsive Services -- Activities are available to meet the immediate needs of the students and their families. The student, parent, teacher, or administration can initiate these services through the school counselor.
4. System Support -- Other duties will be performed to maintain and enhance the total educational program.

### **Section 8: Fire Drills and Tornado Drills**

State law requires fire drills throughout the year. The sounding of an alarm is the signal to vacate the building for practice or because of fire. In the event of failure of the alarm, a hand bell or other signal, which cannot be mistaken, will be used. Tornado drills will also occur throughout the year. During all drills, students need to follow instructions from teachers. Procedures will be posted in individual rooms.

### **Section 9: Lockers**

Each student will have his/her own locker(s). Students are to hang their coats on hooks and keep books in the hallway locker assigned to them. Athletic bags and gear are to be stored in the gym lockers. **STUDENTS ARE HIGHLY ENCOURAGED TO USE LOCKS ON THEIR GYM LOCKERS.** If students purchase their own lock, the combination must be given to the administration.

### **Section 10: Lost and Found Articles**

Lost items should be reported to the Secretary's Office as soon as noted. It should be thoroughly understood by all patrons and pupils that the pupil is responsible for his/her own property, and that the school cannot assume responsibility for the loss of personal property. However, every effort will be made to assist pupils to locate or recover personal property which has been lost, if it is reported immediately to the principal or for an out-of-town trip to the teacher or coach in charge. In the latter case, report it before boarding the bus or transportation home.

All articles found should be taken to the Office. The Office will seek to return each article to its rightful owner. Lost and found notices will be printed in the daily announcements. At the close of each semester, the principal will dispose of lost articles not claimed throughout the school year.

### **Section 11: Moving Throughout the Building**

Courtesy should be practiced at all times in the halls and classrooms. Loitering in the halls, classrooms, locker rooms, and gymnasium; running, shoving, public display of affection, etc. will be grounds for disciplinary action. Always observe the rules of good behavior and respect for others in all areas of the buildings and grounds. **While class is in session, students must have a pass to leave the classroom.**

### **Section 12: Media Center**

1. Students must check out materials from the Media Specialist on duty. Each borrower is responsible for all books checked out in his/her name. A fine may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.
2. Reference material is not to be taken from the Media Center unless specific permission is granted by the Media Specialist.
3. Any student that chooses to use a newspaper or magazine is responsible for it being returned to the shelf.
4. Students are to conduct themselves in an orderly, respectful manner at all times while in the Media Center or they will be asked to leave.
5. Any technology located in the library is not to be used without the supervision of the cooperating teacher or the Media Specialist.

### **Section 13: Office Conference**

Pupils wishing to confer with the principal, counselor, or superintendent should come to the respective office before school, after school, or during a regular study hall after receiving permission and a pass from the teacher in charge of the study hall. If one of the administrators is not there, a message should be left in the office. Students will not be excused from regular classes unless the classroom teacher issues a pass and gives permission for the student to go to another area.

### **Section 14: Passes**

Passes must be issued for each student when he/she leaves a class or study hall to go to another part of the building. This pass is to be issued by the teacher in charge of the student at the time. Teachers who see students loitering in halls or unoccupied rooms will send them back to their place of origin. If a student does not have a pass, he/she may receive a consequence from the administration.

### **Section 15: Personal Property**

The lockers used by students at Meridian are considered school property. Searches of school lockers used by students can be made at any time as deemed necessary by the school administration. Also, administrators with reasonable suspicion and/or just cause may search athletic lockers, clothing pockets, book bags, purses, etc. as well as any motor vehicles parked on school property. The Jefferson County Sheriff's Canine Unit may also conduct periodic searches during school or after school hours. School personnel may also search personal items left unattended on school property. Any inappropriate or illegal materials found in the searches will be confiscated.

School backpacks/athletic bags should not be left on the floors of the dressing rooms or school hallways, as this is a violation of state school safety/fire regulations. Athletes should use their lockers and/or hooks and not store their equipment/uniforms on the dressing room floors.

Students who must bring large sums of money or other valuables to school are urged to leave them in the Superintendent's or Principal's office until they are needed or the close of the school day. While we would hope that all of our students are trustworthy and honest, life has taught us that this is not always true. Therefore, we urge each student to take reasonable precautions with his/her possessions and particularly items of great value.

In order to protect the health and welfare of the students, the administration reserves the right to check student lockers at any time. It is the responsibility of each student to be sure their locker is kept neat, and that only those articles required for school purposes are kept in the lockers. Any articles, which would be deemed contraband under the laws of the State of Nebraska or the regulations of the school, will be subject to confiscation. Students who do not take care of their lockers may be denied use of a locker.

### **Section 16: School Day**

The regular school day begins at 8:00 a.m. and ends at 3:42 p.m. (3:12 on Fridays). Students are expected to arrive on time and leave promptly after dismissal. The warning bell rings at 8:00 a.m. and the tardy bell rings at 8:10 a.m.

Students are not to enter the building before 7:40 AM or remain after 4:00 p.m. unless they have permission to work under the supervision of a teacher and go directly to the area where they are supposed to work. If a student is unable to find a teacher willing to sponsor him/her, the student should notify the principal of this fact prior to noon. The principal will arrange sponsorship of the student. The teacher must actually be in the same room with the student in order to sponsor the student.

### **Section 17: School Property**

Attractive surroundings contribute to the well-being and happiness of students. It is the responsibility of each student and staff to take care of the facility, the grounds, and all school property. Students may be held liable for the cost of any repairs, replacement, or damage to school property.

### **Section 18: Sickness and Health**

If a student becomes ill, he/she must check out with the principal, superintendent, or designated person before leaving school. A student with a fever, vomiting, or other medical condition will be allowed to leave school with permission from his/her parent or guardian, and approval of the administration. Prescription or over-the-counter medication will only be given with parent approval (note/phone call). All meds must be in the original container.

Good health is one of the major objectives of the Meridian School. In order to achieve this objective, a regular health program is pursued. Cumulative health records are maintained for each pupil, containing a health history, the results of physical and dental examinations, inoculation and vaccination records and other information pertinent to the student's physical well-being. All additional inoculations and vaccinations or other chronic health problems should be reported to keep records up to date.

### **Section 19: Student/Staff Safety Plan**

All outside doors are locked throughout the day. Students are not allowed to let anyone in. If you see someone standing at the door, do not let them in, even if you know who they are. Inform a staff member right away. Students may only use the main door for entrance and exit during school hours.

Doors are not to be propped open at any time.

## **Section 20: Study Hall**

Students are required to follow the procedure set up by the study hall teacher. A teacher has the right to set any reasonable rules for their study hall. These rules will be communicated to the students at the beginning of the school year.

### Study Hall expectations:

1. All students are to report to study hall just as they would to a regular class.
2. Each study hall teacher will take attendance at the beginning of class.
3. Students will not be allowed to leave the study hall for study materials. Study materials must be brought to study hall before the beginning of the period.
4. The focus of this time is academic. Students will use this time to check grades, complete missing work, and work on other assignments.
5. Students are to be seated and it should be a quiet, individual study time. If a student has no homework, they are to bring proper reading material to class and read.
6. If conferences are needed with other instructors, students must have a pass slip signed by that instructor indicating that he or she has an appointment. The student will then be issued a pass that he/she must turn in to the study hall teacher when he/she returns from the conference, with the time he/she left the conference and the initials of the teacher involved.
7. Any student on the downlist or the ineligible list will report to the student support study hall.
8. All students are expected to follow study hall rules.

## **Section 21: Telephone Calls**

In Calls: The office will always gladly cooperate with parents and guardians to get messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine, and should be held to a minimum. Students will not be called to the telephone unless it is an emergency.

Out Calls: No student call, regardless of its urgency, is to be made any time without the specific approval of the superintendent, principal, or designated person. Long distance calls are NOT TO BE CHARGED to the school. Students should call using a phone credit card or the District office telephone.

Students may use the telephone located in the school office while the school day is in session after getting permission from the administration or designated person. Use of this phone is to be ONLY when the student has a pass to be away from his/her assigned area, or during the lunch period.

## **Section 22: Textbooks**

The classroom teacher will issue textbooks to students. They are to be numbered and assigned to the pupil. Pupils damaging books beyond ordinary wear will be expected to pay for a new book. A notation of the condition of your book will be made in the teacher's record when it is issued. Please place your name on the inside of the cover in ink.

## **Section 23: Vehicles and Parking**

1. No driving during school hours except with permission from the administration and parent.
2. All cars are to be parked in the designated parking area (south end of west lot).  
Seniors – 1<sup>st</sup> row Juniors – 2<sup>nd</sup> row Sophomores – 3<sup>rd</sup> row Freshmen – 4<sup>th</sup> row
3. Students are not to be in or around cars during school hours.
4. Students are to enter and leave the parking areas at a moderate speed.
5. Spinning of tires is prohibited.
6. Cars are to be parked in designated places ONLY AT RIGHT ANGLES to parking stalls.
7. Do not park in marked "No Parking" OR handicap painted areas.
8. Students who violate these or any other regulations in regards to the operation of motor vehicles will be subject to disciplinary action and may be denied the privilege of parking on school property.
9. Reckless driving on or around school property may be reported to law enforcement.

A call to parent/guardian will be made if a student leaves the school grounds/building without permission (from administration and parent) and consequences will be assigned. Students who leave without obtaining the necessary permission will be considered unexcused.

## **Section 24: Vending**

The food and drink vending machines may be used after school. Due to Federal Hot Lunch regulations, the machines are always off between 7:15 a.m. and 3:45 p.m. Use of the machine will NOT be an excuse for a tardy to class or being late for the bus. Occasionally the machine will malfunction. Please contact the principal when this occurs. DO NOT POUND. KICK. OR SHAKE THE MACHINES. Contact the principal for stuck items or incorrect change. The administration may

shut off the machine for a period of time if the student body does not throw trash away properly. *PLEASE HELP KEEP OUR SCHOOL CLEAN*

Food and drink may be brought to school if it is part of a class project (Spanish cooking, classroom presentations, an occasional class reward, etc.) or for an after-school activity meeting if approved by the Principal's Office in advance. Unapproved food and drink that is brought to school may be confiscated by the administration.

### **Section 25: Weather**

In case of bad weather, school will be held only if the school buses can safely pick up and deliver students. Notice of school closing will be announced on Radio Stations: KGMT 1310 AM-Fairbury, KFAB 1110 AM-Omaha, KWBE 1450AM-Beatrice; TV Channel: KHAS-TV Channel 5-Hastings, KOLN/KGIN-TV Channel 10-Lincoln, KLKN TV-TV Channel 8-Lincoln, and through the School Messenger automated telephone-messaging program. The following procedures will be followed as closely as possible in making school announcements. In all cases the safety of the students and staff will be the primary concern in determining whether the school will operate.

Before school starts: Notice will be made as early as possible. Every effort will be made to notify the media before 7:00 a.m., but all parents are urged to use their judgment as to whether they wish to send their child(ren).

After school is in session: We will use the same media to make notification of school closing. Students will be sent home only if we have reasonable assurance that they can safely reach home. If you, as a parent, feel that you wish to pick up your child early, we again urge you to use your best judgment in this matter and will certainly not question your decision to do so.

## **Article 4: Attendance**

### **Section 1: Attendance**

The Nebraska School Laws require regular school attendance for all students of school age. That law states that every person residing in a school district in Nebraska and who has legal or actual charge or control of any child who is of mandatory attendance age (6-18 years of age) shall enroll the student and see to it that the student is in attendance each day that such school is open and in session, except when illness or severe weather conditions make attendance impossible or impracticable.

In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore, parents will greatly aid the school in promoting the educational welfare of their student if they will not ask to have their student excused except in cases of extreme emergency. Appointments with hairdressers, shopping trips, helping out at home and the like should be done on family time, not school time. Medical appointments should be made for late afternoon when possible.

Parents/guardians are asked to submit a written excuse or verbal message for all absences in advance if at all possible. Students are asked to bring documentation from appointments such as doctors, dentists, therapists, eye doctor, hospitalization, etc. ***This is very important as this information is sent along with any referral situations.*** The written excuse or documentation should include the date of the day gone and a specific reason for the absence along with either the parent or doctor signature.

If the student is ill or is absent for some other reason, the parent should notify the school by 8:30 a.m. to inform the school of the student's absence. This can be done either by phone call, email, or a note the following day. After 8:30 a.m., a phone call to the parents/guardian will be made if notification has not been received. If a reason for the absence is not received, the absence will be considered unexcused and the student will be recorded as truant.

### **Section 2: Class Time Missed/Make-up/Class Credits**

A student that is absent from school for any reason except to officially represent the school in a school-sponsored activity shall be entered as absent on the school attendance record. Students absent for three consecutive days or more because of a contagious illness such as mumps, chickenpox, etc. may be required to have a doctor's permit to be allowed back in school. The school nurse can permit the student to go back to school in place of a doctor. The reason for this is obvious - to protect the entire school against the spreading of a contagious disease.

Teachers are to allow two (2) days for each day missed for missed class assignments, unless more time is requested to the principal by the parent(s) / guardian(s). The principal will consider extenuating circumstances before granting more than two (2) days per day missed in absence.

Any student's absences, excused or unexcused, of more than five (5) days in one quarter or the hourly equivalent may cause his/her class credits to be denied for the semester. The number of absences is considered on a period-by-period basis. Class time missed exceeding the five (5) day limit will be made up before class credit will be given. The building principal will make the determination if credit is to be granted or withheld after investigating the student's Excessive Absenteeism Record. The principal has the right to require any / all missed time from class period(s) to be made up before favorable determination of granting credits will be considered.

### **Section 3: College Visits**

Students that wish to visit a post-graduate institution may do so with the understanding that it is counted as an EXCUSED absence from school. The absence will NOT count against the perfect attendance requirements. Arrangements to be gone must be made through the Counselor's Office. A permission form must be turned in PRIOR to the visit and a verification slip signed by an official at the receiving institution must be returned to the Guidance Office. College visits will be considered a school activity upon verification of college visit. Seniors and juniors are allowed two college visits per school year. Parents are responsible for means of transportation for their student.

### **Section 4: Eligibility and Absence Guideline**

When a student is ill and absent from school for the day, he/she will NOT be allowed to attend any school activity as a participant or as a spectator that night unless approved by the administration. The school cannot excuse any student to miss a day of school to go to work, unless the work is at home as a family necessity or an employer has extreme need due to extenuating circumstances to be considered.

Students participating in team sports or other school activity groups MUST BE IN ATTENDANCE FOR AT LEAST 1/2 OF THE SCHOOL DAY (four (4) periods) before being allowed to participate in extra-curricular practices or competitions. The principal may waive this regulation if the student's parents or guardian requests such a waiver PRIOR TO THE ABSENCE. Attending a morning funeral or keeping a doctor's appointment is usually considered just cause for a waiver from the office. Please contact your principal when in doubt about the eligibility requirement.

### **Section 5: Saturday School**

Saturday school may be assigned for students at risk of credit loss due to grades or excessive absenteeism. Students must attend Saturday School on the assigned day, at the appropriate time, and be on task the entire session. Students who cause disruption or fail to attend Saturday School may not receive credit for that day.

#### **Other criteria used in Saturday School will include:**

1. Students MUST be prompt. The doors to the school will be locked at 7:00 a.m.
2. The minimum amount of time that any student will attend on a Saturday is two (2) hours.
3. Students must be on task for the entire time.
4. Students will not be allowed to use cell phones or other electronic devices except for their school-assigned device.

### **Section 6: Tardies**

Meridian Jr.-Sr. High School has a three (3) minute passing time between classes. Students are considered tardy if they are not in the classroom when the tardy bell rings. A student who is tardy to any class will be required to serve detention after five tardies and each fifth subsequent tardy per semester. A student who misses more than half of the class period will be recorded as absent.

### **Section 7: Truancy**

Truancy occurs when the school and the parent/guardian does not know where the student was when the absence OCCURRED. No note from home throws a red flag that truancy may have occurred. Forged notes from home by a student or other party will be dealt with according to school discipline policy.

Meridian School is in partnership with Jefferson County truancy program which states: "The most important thing to tell the parents is just because the school is referring their child over to us, doesn't mean they are in trouble. Our main goal is truancy intervention. If we can start watching students at around 10 absences that allows us to intervene before they get to 20, but only if necessary. If the student isn't continuing to miss days, the parents will never hear from us. We have a standard policy to have all students referred to us at 10 days. Early intervention can be more beneficial to the student. There are circumstances in which not all students require this intervention, but by having a standard policy it provides safeguards from any student who may be falling through the cracks. Once a referral is received, we review each case to determine the appropriate action needed. If we can see that a student has legitimate reasons for missing school, we will have minimal, if any, contact with the parents and the student."

The school wants to reassure you as parents that we have the child's best interest in hand. Meridian Public Schools and staff take student attendance very seriously and we hope that you, as parents, take it seriously also. We feel attendance is a big part of a student's learning experience and helps mold them into independent, responsible, prompt young men and women. A family who has a student with more than five (5) days missed (or "the hourly equivalent") in any given quarter and/or does not send the required parental notes to school as school policy requires can expect written correspondence from the school or a request for a meeting to discuss the excessive absenteeism. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. This is as suggested by Nebraska State School Law 79-209 (Compulsory Attendance).

### **Section 8: Unexcused Absences**

Absence without sufficient reason, with or without the parent/guardian's consent, is inexcusable and will jeopardize the student's privileges. The following absences will be excused: legitimate illness, work at home if approved in advance, participation in State Fair & Ak-Sar-Ben activities (counted present if actually showing), going on trips with parents, or going to NSAA District or State competitions. Any other activity will be unexcused unless cleared in advance by the High School Principal. Classroom work/grades missed because of an unexcused absence are to be made up. The classroom work/grade will receive full credit if completed fully and is turned in on time. Whenever a student misses school, it is the student's responsibility to get missed assignments, get the work completed satisfactorily, and turned in on time.

### **Section 9: Work Release**

Senior students may be allowed release from school to go to work. The release time may be selected from 1<sup>st</sup>, 5<sup>th</sup>, or 8<sup>th</sup> period of the school day. Travel time for the student to get to the job site or school should be built into the employer's work schedule. Junior students will be allowed to leave during study hall only.

#### School work release agreement:

1. The student will not exceed seven (7) absences in any of the class period for the remainder of the school year except for illness, in which the school may ask to have the illness verified by the family doctor.
2. The student will not exceed three (3) detentions per semester for the remainder of the school year.
3. If the student receives a progress report indicating failure in any class, the student **WILL NOT BE RELEASED FOR WORK UNTIL THE STUDENT IS PASSING IN ALL CLASSES**.
4. The student's release is contingent on attending work. If the student is not attending work on a school day, the student would be expected to remain in school unless prior approval is granted by the Administration.
5. If the student is directed by a teacher/administrator to stay after school for disciplinary reasons, the student must serve the detention time after school or arrange to serve the time before school begins the next day.
6. The employer must provide the school with a verified (signature needed) work schedule. One will be sufficient if the weekly / monthly schedule is the same. If there is a variation of the work schedule, a verified weekly schedule must be given to the school at the beginning of each workweek.
7. A work release agreement must be signed by the employee, parent, and employer and kept on file.

## **Article 5: Technology**

### **Section 1: Cell Phones and Electronic Devices**

Students may not use cell phones, Apple Watches/Smart Watches/Fitbits, pagers, i-pods, portable DVD players or similar electronic devices during regularly scheduled class time without specific approval of the classroom teacher.

Students who are observed using such devices during regularly scheduled class time (tardy bell to dismissal bell) without permission in a classroom, hallway or bathroom are subject to disciplinary action. Cell phones and other electronic devices may be used before school, between classes, during lunch or after school as long as they are used in a school appropriate manner.

### **Section 2: Internet Acceptable Use and Responsibility**

Access to the information highway, the INTERNET, is available for all 7-12 students. Along with this access privilege comes the responsibility to follow Meridian's INTERNET Rules and Guidelines. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students. All procedures in place must be followed before computers may be checked out or leased.



See Technology/Laptop Handbook for more information

#### Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the Nebraska State Statutes, Meridian Public School Policy, may result in criminal prosecution or disciplinary action by the District.

#### E-mail

Students needing email for academic reasons will be allowed email access through an address assigned by the district.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting.

Meridian Public School e-mail is subject to inspection by the school.

#### Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Students are also responsible for the appropriate use of desktop computers or other technology owned by the school. Non-compliance with the policies of the Meridian Public School Student Handbook may result in disciplinary action as outlined in this handbook. **E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.** The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The administration and/or the Technology Committee will review all other questions.

To prevent and/or discourage INTERNET usage where students go through steps or web pages or somehow bypass the school's filtering systems to access inappropriate sites in the school environment, a Saturday School or out-of-school suspension will result for those who initially and intentionally misuse the INTERNET. **Only games of educational value** determined by and supervised by school personnel will be allowed through administrative approval. Students are not to make personal unauthorized purchases (eBay, etc.) or to sell items via the INTERNET while at school.

Students who violate the school technology may be subject to consequences outlined in the school discipline policy

### **Section 3: Unauthorized Recording**

Students who utilize any device to video/audio record or photograph anyone without the permission of that person while on school grounds, at a school activity, or in a school vehicle, other than recording of persons participating in school activities that are open to the public, or use authorized video/audio/photos in an inappropriate manner will be subject to disciplinary action outlined in the discipline matrix.

Students who utilize any device to video/audio record or take photos in a prohibited area such as restrooms or locker room will be subject to disciplinary action outlined in the discipline matrix.

## **Article 6: Drugs, Alcohol, Tobacco Use and/or Possession (Including E-Cigarettes and/or Vapor Devices)**

### **Section 1: Prevention**

The purpose of the district drug and alcohol prevention program is to promote wellness and healthy life styles. To accomplish this, the program will instill respect for a healthy mind and body. Students will learn how the body functions, how personal habits contribute to good health, and how drugs affect the body. The prevention program will focus on classroom instruction, guidance and counseling, and school climate. Involvement of parents and other community members is essential for the success of district prevention activities.

#### A. Instructional Program

The district will provide instructional programs, which assist students in making responsible decisions about the use of alcohol and drugs. Current and accurate information about alcohol and drugs and their effects upon the body is only one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, goal setting, decision-making, understanding feelings, conflict management and problem solving, refusal skills, and the development of communication skills.

All certified staff will be provided training in drug awareness and prevention strategies.

#### B. Guidance and Counseling

Guidance and counseling personnel will assist teachers with the implementation of classroom substance abuse prevention activities. The counselor, in conjunction with the intervention team, will help students find assistance from outside substance abuse agencies.

#### C. School Climate

Prevention efforts will emphasize effective communication throughout all levels of the educational environment. Communication requires a receptive audience. Maintaining such a receptive audience is dependent upon maintaining a positive and healthy school environment that daily encourages the student's positive self-concept; the student's enthusiasm for learning; outlets for student self-development and creativity which acknowledge individual skills, needs, and interests; responsible student decision making and problem solving; and recognition of special needs of high-risk students or families experiencing undue stress.

#### D. Family and Community

The successful prevention of harmful chemical involvement must include a plan to ensure that parents and community are aware and knowledgeable of programs and services available to them and their children. Parents and community members will be actively involved in the community/school partnership.

### **Section 2: Intervention**

When it is found through the SCIP Referral System that a student has been experiencing learning difficulties, which may or may not be caused by abusing alcohol, tobacco, or illegal drugs, the SCIP team will intervene with the parents/guardians and/or the student to offer help in eliminating the cause of the learning difficulty. This intervention process will involve informing the parents/guardians of the student's difficulties, and may provide referral to appropriate agencies, educational programs, and student support systems in/outside the school.

The SCIP team WILL NOT decide any disciplinary terms or issues connected with the student's violation of any Student Handbook rules and regulations. The SCIP team's function is to provide assistance in finding sources of help for the student rather than determine discipline policy.

### **Section 3: Discipline**

**Tobacco:** Disciplinary Actions for Use/Possession Sale or Distribution of Tobacco Products, e-cigarettes, vapor devices or products, Alternative Nicotine Products or "Look-Alike" Products intended to replicate tobacco products either by appearance or effect:

First Offense: See Progressive Levels Discipline Matrix.

Second Offense: See Progressive Levels Discipline Matrix.

Third Offense: See Progressive Levels Discipline Matrix.

**Drugs/Alcohol:** Any student found to be in possession of or using alcohol, illegal drugs, or a substance, which is represented to be a controlled (illegal look-alike) substance while under the supervision of school officials or personnel will be suspended.

First Offense: Out-of-school suspension will occur for a minimum of five (5) school days. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook.

*OR*

The five (5) day suspension will be waived if the student will voluntarily seek professional evaluation/treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency. Students/parents may use the Guidance Office or SCIP team personnel to help find proper professional help. Fees for the assessment and/or treatment are the responsibility of the student and parent/ guardian. Upon proper authorization, the agency will notify the school and the suspension will be commuted at that time. The choice is up to the student and parent(s)/guardian(s).

Second Offense: Out-of-school suspension will occur for a minimum of five (5) days. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook.-Participation in a rehabilitation/counseling program is mandatory. Parents/students may use the Guidance Office or SCIP team in finding proper professional help. All fees connected with gaining professional help are the responsibilities of the student and parent(s)/guardian(s).

Third Offense: Expulsion for the remainder of the semester and not allowed attendance for the remainder of the school year may be recommended by the administration.

#### **Section 4: Aftercare**

It is important that students returning to school from a community inpatient or outpatient treatment program be given aftercare support. Primary aftercare responsibility for students returning from a community treatment program rests with the students, parent, and community treatment program personnel. The school will offer guidance/support through members of the trained SCIP team and the guidance office. Student support groups will be formed when feasible.

Meridian Public School strongly encourages students with chemical abuse problems seek professional evaluation and treatment from trained professionals. Because we believe that chemical dependency is preceded by misuse, we have staunch beliefs that such early intervention can benefit the student before significant harm or dependency results. Our administration, guidance office, and SCIP team are trained to assist you in finding proper professional help. The dispensing of any illegal substance on school grounds or at any school-sponsored activity will cause the student to be recommended for expulsion from school for the semester.

**Article 7: Student Conduct and Discipline**

**Section 1: Positive Behavior Interventions and Supports: Expectations**

**“The Mustang Way”**



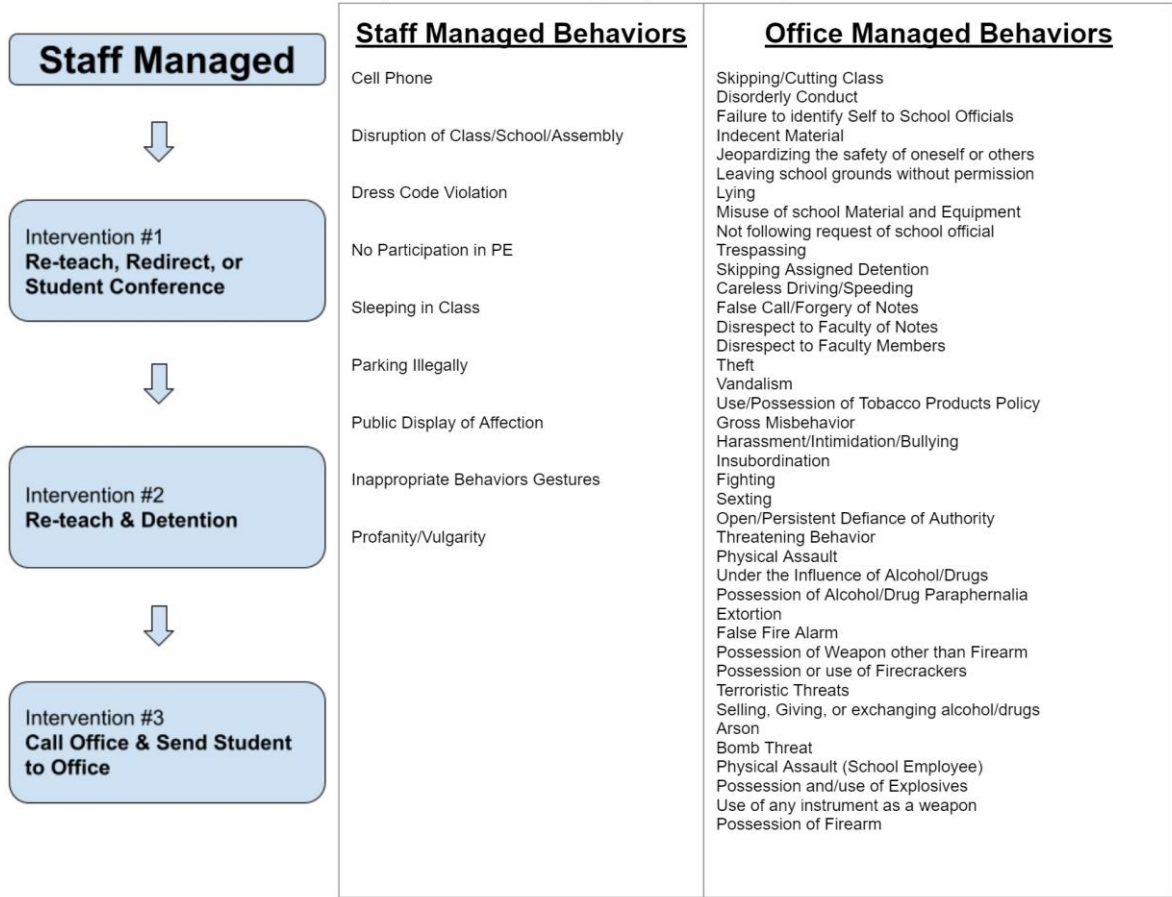
# Meridian High School

Area/Rule	Be Safe	Be Respectful	Be Responsible
Classroom	Be Positive Keep hands and feet to self Use school property appropriately	Ask permission  Respect others	Be prompt and prepared  Appropriate use of electronics
Hallway	Keep hands and feet to self  Keep hallway clear and clean	Use appropriate language and volume Respect others' property Respect school property	Have a pass
Parking Lot	Leave immediately after school and activities Drive slowly and safely	Park appropriately in assigned area	Pick up your trash
Locker Room	Keep hands and feet to self  Use locker rooms at designated times	Respect others' property Respect school property Use appropriate language	Keep area clean  Use locker and lock
Bathroom	Choose healthy/safe behaviors	Use bathroom promptly  Use facilities properly	Clean up after yourself
Commons	Sit on chairs	Use appropriate language and volume  Be kind, polite, and respectful	Clean up after yourself
Bus/Van	Keep hands and feet to self  Stay seated	Be prompt and prepared  Use appropriate language and volume	Keep food stowed away  Clean up after yourself
Gym	Be in gym only if supervised Play safely Use equipment appropriately Keep hands and feet to self	Respect school property	Clean up after yourself
Assembly	Use designed bleacher stairs	Put away cell phones Be quiet and pay attention Keep comments/questions appropriate	Clean up after yourself

**Section 2: Positive Behavior Interventions and Supports: Process**

**Meridian Behavior Flowchart (Secondary)**

Mustangs Choose to be Safe, Respectful, & Responsible



**Section 3: Discipline Expectations**

Students are expected to conduct themselves in a respectable manner, be considerate of others rights, and make the best use of the opportunities available to them. Permission to remain in class is based on good behavior. Teachers have the right to end attendance if the pupil shows unwillingness to observe the regulations of the particular class or shows lack of cooperation. Individual teachers will cover their classroom rules.

Any student who has been the subject of disciplinary action may be declared ineligible for an award during the school year in which the disciplinary action was taken. The principal shall, subject to review by the superintendent and/or Board of Education, make the decision in these cases.

The Meridian discipline plan has been developed to be progressive in nature. Students who are repeatedly referred to the principal’s office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher.

**Section 4: Detentions**

All detentions will be supervised. Students who have been requested by teachers to serve detentions will serve them with that particular teacher or his/her designee. They may be served from 7:30 a.m. to 8:00 a.m. or 3:45 p.m. to 4:15 p.m. or as arranged with the teacher. Detentions are to be served that day or the following day of student attendance. If a student fails to serve the detention, the student is referred to the Principal's Office. Office assigned detentions will be arranged with the principal.

### **Section 5: Suspension and Expulsion Overview**

Following is a summary of the procedure to be used in the suspension and/or expulsion of students from Meridian Public School. These procedures are drawn from Section 79-4,170 to 79-4,205 of the school laws of Nebraska. Anyone wishing a complete copy of these laws may obtain the same by submitting a written request to the Office of the Superintendent, Meridian Public Schools.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment of any pupil from school for conduct prohibited by the Board's rules or standards established pursuant to this act if such emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment shall comply with the procedures required by this act.

Administrative and teaching personnel may take action regarding student behavior, other than those specifically provided in this act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedule, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extra-curricular activity.

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended (including adjoining weekend).

### **Section 6: Emergency Expulsion**

Any student may be excluded from school in the following circumstances, subject to the procedural provisions of the law, and if longer than five school days, subject to the provisions of subsection (3) of the law: (a) if the student has a **dangerous communicable disease transmissible** through normal school contacts and poses an imminent threat to the health or safety of the school community; or (b) if the student's **conduct presents a clear threat to the physical safety of him/herself or others**, or (c) is so **extremely disruptive** as to make temporary removal necessary to preserve the right of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the danger described above.

If the superintendent or designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of the law and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

### **Section 7: Short-Term Suspension**

The principal may deny any student the right to attend school or take part in any school function for a period of up to five school days.

Students may receive a short-term suspension for misbehavior while on school district property, while being transported to or from school or a school activity, or while participating or attending any school activity at home or away. Such short-term suspension shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student to further school purposes or to prevent an interference with school purposes.

Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him or her and an explanation of the evidence the authorities have and an opportunity to present his or her version. Within twenty-four hours or up to 48 hours following such suspension, the principal shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

### **Section 8: Long-Term Suspension**

As used in this act, unless the context otherwise requires:

1. Long-term suspension shall mean the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days.
2. Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect.

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in Section 53-103 or being under the influence of a controlled substance or alcoholic liquor.
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such section now provide or may hereafter from time to time be amended.
9. A repeated violation of any rules and standards validly established pursuant to section 79-4,176 if such violations constitute a substantial interference with school purposes.

**If the principal decides to discipline a student by long-term suspension or expulsion, the following procedures shall be followed:**

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of the rights established under this act.

**Such written notice shall include the following:**

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension, expulsion or mandatory reassignment for disciplinary purposes can be invoked, the student shall have right to a hearing, upon request, on the specified charge.
4. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
5. A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
6. A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered mail or certified mail as prescribed in the law.

Nothing in this act shall preclude the student, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

*A pupil may be suspended from participation in or attendance at extra-curricular activities. Some examples of behaviors that could result in suspension include, but are not limited to: unsportsmanlike conduct, fighting, use of profanity, deliberately causing injury to another person, failure to maintain passing grades, or suspensions.*

### **Section 9: Discipline Matrix Definitions**

The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Meridian.

- **Arson**-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.
- **Bomb Threat**-Raising or creating any false alarm of a bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.
- **Bullying**-Treating another person abusively by words or actions using force or coercion.
- **Careless Driving/Speeding**-Any driving which endangers oneself and one's property.
- **Cheating**-To violate rules dishonestly (as on daily work or an examination).
- **Detentions**-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.
- **Disrespect to Faculty Member**-Lack of respect.
- **Disruption of School/Class/Assemblies**-Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.
- **Explosives, Fireworks and Foul Substances**-Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive 19 or injurious substances or compounds, with intent to use the same against the person or property of another.
- **Expulsion**-The term "expulsion" means disciplinary action whereby a student:
  - 1. Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
  - 2. Is separated from school attendance for the balance of the then current semester or current year; or
  - 3. Suffers a penalty which automatically prevents him or her completing within normal time his or her overall course of study in any school in the school district. The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.
- **Extortion/Blackmail**-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.
- **False Alarm of Fire**-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.
- **False Call**- The act of claiming the name of another person to excuse a student from class or school.
- **Fighting**-The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)
- **Forgery**-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- **Gross Misbehavior**-Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.
- **Harassment/Intimidation**-Any act of threat by force or verbalization against another person.
- **Illegal Entry**-Forced entry or entry without administrative authorization into a building, room or school property.
- **Illegal Explosives**-Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.
- **Inappropriate Behavior/Gestures-Behavior** on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.
- **Inappropriate Dress**-See Dress Code provisions delineated earlier in the handbook.
- **Indecent Material**-The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.



- Indecent Behavior - Any act of a sexual nature that is deemed unacceptable in a school setting.
- In-School Suspension-Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.
- Insubordination-Disregard for the authority of a staff member. Loitering-Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.
- Long Term Suspension-More than five school days, but less than twenty school days.
- Mandatory Reassignment-Assignment to another educational setting.
- Member of the Administrative Staff/Designee-A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.
- Minor Vandalism-Intentional damage to property or materials with a value of less than \$10.00.
- Misuse of School Materials/Equipment-Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.
- Other School Personnel/Staff Members-All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.
- Physical or Verbal Assault-The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.
- Plagiarize -To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.
- Possession or Illegal Use of Weapon-The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.
- Possession/Use of Tobacco-Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. Substance Abuse Policy governs this rule.
- Profanity-The use of language that is unacceptable to school/community standards.
- Public Display of Affection-The showing of affection that is not appropriate in the school setting (such as kissing or embracing).
- School Property- Any building, buildings, part of any building, structure, land or property of the school district.
- Short Term Suspension- Up to and including five school days. Suspension-Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.
- Theft 1-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00.
- Theft 2-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.
- Trespass-Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or neglecting to depart from.
- Truancy-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.
- Unauthorized Games in School Building -Gambling, poker, etc.
- Unlawful Intimidation of School Authority- Interfering with administrators, teachers or other school personnel by force or violence.
- Vandalism 1-Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00.
- Vandalism 2- Destruction of school property or property belonging to another at a value of more than \$100.00.
- Threatening Behavior -Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.
- Vulgarity-Offensive, lewd, obscene
- Note: See "Student Use and/or Possession of Guns," "Student Use of Alcohol, Drugs, Tobacco, e-Cigarettes or Vapor Devices," for the outlines of consequences for these violations of policy.

## Section 10: Discipline Matrix

### Consequences:

A	Teacher/Classroom Addressed
B	Detention- Office Served
C	Detentions- Office Served
D	1-5 Days In-School Suspension
E	5-10 Days In-School Suspension
F	1-5 Days Out-of-School Suspension
G	5-10 Day Out-of-School Suspension
H	10 Days Out-of-School Suspension
I	Recommend Expulsion
J	Notify Law Enforcement
K	Alcohol/Substance Abuse Policy

### Meridian Progressive Discipline Matrix

	Offense	Level	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1	Dress Code Violation	I	A	B	C	D	D
2	Media Center Policy Violation	I	A	B	C	D	D
3	Not Dressing out in PE/Participation in PE	I	A	B	C	D	D
4	Public Display of Affection	I	A	B	C	D	D
5	Other	I	A	B	C	D	D
6	Cell Phone	II	A	B/C	C/D	D	D
7	Disruption of class/school/assembly	II	A	B	C	D	D
8	Inappropriate Behavior/Gestures	II	A	B	C	D	D
9	Parking Illegally	II	A	B	C	D	D
10	Profanity/Vulgarity	II	A	B	C	D	D
11	Sleeping in Class	II	A	B	C	D	D
<b>12</b>	<b>Tardy (See Tardy Policy)</b>	<b>II</b>					
13	Repeated violations of Category I	II	B	B/C	C/D	D	D
14	Disorderly Conduct	III	C	C	D	E	E
15	Failure to identify self to school officials	III	C	C	D	E	E
16	Failure to Attend Assigned Detention	III	C	C	D	E	E
17	Indecent Material	III	C	C	D	E	E
18	Jeopardizing the safety of oneself or others	III	C	C	D	E	E

19	Leaving school grounds without permission	III	C	C	D	E	E
20	Lying	III	C	C	D	E	E
21	Misuse of school Material and Equipment	III	C	C	D	E	E
22	Not following request of school official	III	C	C	D	E	E
23	Skipping/Cutting Class	III	C	C	D	E	E
24	Trespassing	III	C	C	D	E	E
25	Unauthorized Recording	III	C	C	D	E	E
26	Other	III	C	C	D	E	E
27	Careless Driving/Speeding	IV	D	D	E	G	G
28	Disrespect to Faculty Members	IV	D	D	E	G	G
29	False Call/Forgery of Notes	IV	D	D	E	G	G
30	Theft 1	IV	F/J	F/J	G/J	H/J	H/J
31	<b>Use/Possession of Tobacco Products Policy</b>	<b>IV</b>	<b>F/J</b>	<b>F/J</b>	<b>G/J</b>	<b>H/J</b>	<b>H/J</b>
32	Vandalism 1	IV	F/J	F/J	G/J	H/J	H/J
33	Other	IV	D	D	E	G	G
34	Fighting	V	D	E	F	H	I
35	Gross Misbehavior	V	D	E	F	H	I
36	Harassment/Intimidation/Bullying	V	D	E	F	H	I
37	Insubordination	V	D	E	F	H	I
38	Theft 2	V	G/J	G/J	H/J	H/J	I/J
39	Vandalism 2	V	G/J	G/J	H/J	H/J	I/J
40	Other	V	D	E	F	H	I
41	Indecent Behavior	VI	G	H	H	I	
42	Open/Persistent Defiance of Authority	VI	G	H	H	I	
42	Physical Assault	VI	G	H	H	I	
44	Possession of Alcohol/Drug Paraphernalia	VI	K/J	K/J	I/J		
45	Sexting	VI	G	H	H	I	
46	Threatening Behavior	VI	G	H	H	I	
47	Under the influence of Alcohol/Drugs	VI	K/J	K/J	I/J		
48	Other	VI	G	H	H	I	
49	Extortion	VII	H/J	I/J			
50	False Fire Alarm	VII	H/J	I/J			

51	Possession of Weapon other than Firearm	VII	H/J	I/J			
52	Possession or Use of Firecrackers	VII	H/J	I/J			
53	Selling, Giving or exchanging alcohol/drugs	VII	I/J				
54	Terroristic Threats	VII	H/I/J	H/I/J			
55	Other	VII	H/J	H/I/J			
56	Arson	VIII	I/J				
57	Bomb Threat	VIII	I/J				
58	Physical Assault (School Employee)	VIII	I/J				
59	Possession and/use of Explosives	VIII	I/J				
60	Possession of Firearm	VIII	I/J				
61	Use of any instrument as a weapon	VIII	I/J				
62	Other	VIII	I/J				

\*Note: Misbehavior that occurs with a substitute may result in an additional detention.

### Section 11: Bullying and Other Harassments

It is also a policy of the Meridian Schools to prohibit the actions of "bullies", either by verbal or physical abuse against other students, school personnel, or visitors at our school. This policy also includes other inappropriate types of harassment by students. Those types of harassment would include, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, economic and/or social background, or disability. Harassment of these types means conduct of a verbal, written, or of a physical nature that is designed to embarrass, distress, agitate, ridicule, disturb, or trouble a targeted student individual. Students, individually or collectively, whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in a discipline consequence, up to and including suspension and expulsion.

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Common school incidents that are considered "bullying" or harassing would include repeatedly:

1. Causing verbal, written, or physical harassment or abuse (Ex: making cutting remarks about personal features or choice of school dress, putting inappropriate writings on bathroom walls about someone, or shoving someone into a locker between classes)
2. Making remarks of a demeaning nature (Ex... "You idiot, where were you when the brains were passed out?")
3. Making implied, or explicit threats concerning one's grades, achievements, awards, etc.
4. Using demeaning jokes, stories, or activities directed at an individual
5. Taking, defacing, or ruining personal property (Ex: writing on notebooks, messing with another's locker and contents or book bags)

**PLEASE DOCUMENT – HELP US HELP YOU!**

**HOW TO DEAL WITH A BULLY OR HARASSER**

#### **Step I**

When a student believes that she/he is being subjected to "bullying" or other forms of harassment, the concerned individual should indicate to the bully or harasser in a clear, direct, and firm manner that the comments or actions

are considered offensive, AND NEED TO STOP! Say it clearly and firmly, "I don't like what you did/said, and I want you to stop!" This admonition should be made before a witness or witnesses whenever possible.

### **Step II**

If the action taken in Step I is ineffective in curtailing the "bullying" or harassment behaviors, the student should report the incident(s) to the Guidance Counselor or HS Principal. The student may ask for a confidential, discreet, intervention/warning on their behalf by the school administration, or the Guidance Counselor. When reporting the incident, the student should have developed a detailed written record of the bullying/harassment incident (writing down everything that happened), including the name of the bully/harasser, date, time, place, witnesses, and any other pertinent details.

The student, or any school employee who has witnessed an incident of "bullying" or harassment behaviors, could elect to submit a written complaint on the school forms prescribed by the school district to the school administration, which will begin an administrative investigation. If the school administration determines that a student is intentionally making a false accusation against another student, an appropriate discipline consequence will be assigned to the accuser.

Retaliation against an individual because the individual has filed a "bullying" or harassment complaint or assisted or participated in a bullying/harassment investigation is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline consequences, up to and including suspension and expulsion.

The student should request support throughout the complaint procedure process from a fellow student, a trusted teacher, a district SCIP member, or school counselor.

### **INVESTIGATION OF ALLEGATIONS**

Upon receipt of a written complaint from the aggrieved student, an administrator of the alleged offender will follow-up on the case by:

1. Interviewing the **complainant** and the **alleged offender** and preparing detailed notes of the incident to file.
2. Interviewing any witnesses and preparing detailed notes to file.
3. Conducting a thorough investigation of all aspects of the complaint.
4. Rendering, without undue delay, a decision in writing to all parties concerned as to whether or not the alleged bullying or harassment did occur.
5. Submitting a copy of that decision to the Superintendent of Schools as confidential information.

When it has been determined that some type of bullying or harassment has occurred, the offender's supervisor shall take appropriate disciplinary action following consultation with the Superintendent and the school district legal counsel when appropriate. Such disciplinary consequences normally include:

1. Counseling, and/or an oral/written reprimand, could include assigned detention time.
2. Suspension from attending and/or participating in school activities.
3. Issuing a short-term suspension from school (1-5 days).
4. Issuing a long-term suspension from school (6-19 days).
5. Recommending expulsion from school for the remainder of the semester.

If the complainant is not satisfied with the disciplinary action prescribed by the school administration, the complainant may pursue further redress via direct appeal to the Board of Education.

Until the investigation is completed and a final decision rendered, both the complainant's and alleged offender's position and/or academic standing shall be protected.

Meridian Schools has expectations for each and every student to develop, demonstrate, and practice a mannerly tolerance for people around them who are different in many ways from themselves. All students have the right to attend Meridian Schools free from verbal and/or physical harassment or "bullying". The purpose of the Harassment and Bullying Policy is to protect students and staff from those who fail to comply with school guidelines regarding the treatment of others. It is EVERYONE'S RESPONSIBILITY to help eliminate harassment and bullying from occurring in our school.

## Section 12: Sexual Harassment

It is the policy of the Meridian Schools to prohibit sexual harassment by students to ANY PERSON in the school, not merely other students. It is a violation of this policy for any student to harass ANY PERSON in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct/contact. **Inappropriate activities proscribed by this policy include, but are not limited to, verbal or written harassment or abuse, pressure for any type of sexual activity, remarks of a sexually demeaning implication, unwelcome touching, and unwelcome and offensive public sexual display of affection.** Additional examples could include such behavior as leering, joking, offensive/innuendo sexual type remarks, which are not directed specifically at the person who feels harassed. It should be remembered that Federal and Nebraska School Law make sexual harassment illegal.

### **Step I**

When a student believes that she/he is being subjected to sexual harassment, the concerned individual should indicate to the harasser in a clear, direct, and firm manner that the comments or actions concerned are considered offensive and the comments or actions NEED TO STOP! Say it clearly and firmly, "I didn't like what you did/said, and I want you to stop!" This vocal admonition should be made before a witness or witnesses whenever possible.

### **Step II**

If the action taken in Step I is ineffective in curtailing the offensive behavior, the student should report the incident(s) to the Principal or Guidance Counselor. The student may ask for a confidential intervention/warning on their behalf by the school administration, or the Guidance Counselor. When reporting the incident, the student should develop a detailed written record of the offensive event/s (writing down everything that happened), including the name of the offender, date, time, place, witnesses, and any other pertinent details.

The student, or any school employee who has witnessed an incident of Sexual Harassment, could elect to submit a written complaint on the school forms prescribed by the school district to the school administration, which will begin an administrative investigation. If the school administration determines that a student is intentionally making a false accusation against another student, an appropriate discipline consequence will be assigned to the accuser.

Retaliation against an individual because the individual has filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline consequences, up to and including suspension and expulsion from school.

The student should request support throughout the complaint procedure process from a fellow student, a trusted teacher, a district SCIP member, or school counselor.

## **INVESTIGATION OF ALLEGATIONS**

Upon receipt of a complaint from the aggrieved student, an administrator, of the alleged offender, will follow-up on the case by:

1. Interviewing the **complainant** and the **alleged offender** and preparing detailed notes of the incident to file
2. Conducting a thorough investigation of all aspects of the complaint.
3. Rendering, without undue delay, a decision in writing to all parties concerned as to whether or not the alleged harassment did occur.
4. Submitting a copy of that decision to the Superintendent of Schools as confidential information.

When it has been determined that some type of sexual harassment has occurred, the offender's supervisor shall take appropriate disciplinary action following consultation with the Superintendent of Schools and the school district legal counsel when appropriate. Such disciplinary measures could normally include:

1. Counseling, and/or oral or written reprimand, could include assigned detention time.
2. Suspension from attending/participating in school activities.
3. Issuing a short-term suspension from school (1-5 days).
4. Issuing a long-term suspension from school (6-19 days).
5. Recommending expulsion from school for the remainder of the semester.

If the complainant is not satisfied with the disciplinary action prescribed by the school administrator, the complainant may pursue further redress via direct appeal to the Board of Education. Until the investigation is completed and a final decision rendered, the complainant's and alleged offender's position and/or academic standing shall be protected.

It is important to any school district that policy be made and maintained to ensure that each student and employee has a safe and productive learning environment or working place free from sexual harassment.

It is EVERYONE'S RESPONSIBILITY to help make and maintain that kind of positive school environment in Meridian Schools.

### **Section 13: Attire and Grooming**

Student dress should be appropriate for the school setting. This includes offsite events and activities. Dress that is in good taste, in no way distracting, and is not vulgar or suggestive in appearance or in the written word or illustration will be acceptable.

Hats, caps, headwear, hoods, sunglasses, and bandanas may not be worn during school hours unless approved by the administration. Cheerleaders may wear their uniforms during school hours on game days.

Inappropriate attire may not be worn to school or school activities. Examples of unacceptable clothing would include cut-off T-shirts/shirts, halter tops, midriff tops, belly shirts and spaghetti tops. Skirts, dresses or shorts must be mid-thigh length or longer. Cleavage must be covered. Underwear cannot be showing. Clothing deemed to be worn in a gang-related or style (ex. sagging pants off the hips, colored bandannas, on the head/hung from the waist, and waist chains) are unacceptable school attire. Students may not wear clothing or jewelry with vulgar illustrations, profanity, phrases of sexual innuendo, or logos/advertisements involving alcohol, drugs, or tobacco products.

The administration has the right to correct any violation of the school's dress code in the school setting or activities. Appropriate clothing will be provided to the student for the day if the student does not have appropriate clothing available. Students will not be allowed to leave school to change clothes.

### **Section 14: Student Use and/or Possession of Firearms**

In accordance with Federal and State law, any student who has been determined to have brought a firearm to school shall be expelled for a period of not less than one calendar year. Students in violation who are in special education programs or other identified disabilities may have their expulsion requirement modified on a case-by-case by the superintendent and/or the school board. This case-by-case examination is to be done in compliance with special education and federal civil rights laws. All students who violate the student handbook "firearm" rules will be referred to the proper authorities within the Nebraska criminal/juvenile justice system.

## **Article 8: Academic Information**

### **Section 1: Academic Letter**

Students in grades 9-12 may earn an Academic Letter each year.

The requirements for the letter are:

1. The student must earn at least a **93% grade average** for the following lengths of time:
  - Ninth Grade 3 Quarters
  - Tenth Grade 3 Semesters
  - Eleventh Grade 4 Semesters
  - Twelfth Grade 6 Semesters
2. At least one of the semesters listed in the semester requirements for grades 9-12 must be during the current school year.
3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

-ENGLISH-

English 9  
English 10  
English 11  
English 12  
English Composition I & II  
College Lit

-MATHEMATICS-

Algebra I  
Algebra II  
Geometry  
Trigonometry  
Calculus

-SCIENCE-

Physical Science  
Biology  
Chemistry  
Physics  
Physiology  
Practical Science

-SOCIAL STUDIES-

World Geography  
World History  
American History  
American Government

-TECHNOLOGY-

Info Tech Apps I  
Digital Media  
Info Tech Apps II

-FOREIGN LANGUAGE-

Spanish I  
Spanish II  
Spanish III  
Spanish IV

4. A distance learning class from another high school or from a college can be approved to substitute for or count as a "core course" requirement. The administration and counselor will give the approval.

The administration and the counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Meridian, the student will be eligible for an Academic Letter after he/she attends Meridian for two complete semesters.

**Section 2: Class Membership**

All credit hours will be based on the formula established by the Nebraska Department of Education.

Freshmen	0-55 hours
Sophomores	55-110 hours
Juniors	110-165 hours
Seniors	165-220 plus hours

**Section 3: College Credit Classes**

College credit classes can be taken for dual credit if the college course instructor has a valid Nebraska teaching certificate. Any deviation from this will be at the discretion of and approval by the administration. Grading will be determined in coordination with the course provider. A student is allowed to drop a college class during the college time frame for dropping classes and will reimburse the school for the amount of the class if it is a Career Academy class. The student will receive the college grade given at the time of dropping the class on their high school transcript.

**Section 4: Fail List and Eligibility of Participation in School Activities**

Teachers will have grades updated by Tuesday mornings. Beginning the 3<sup>rd</sup> week of each quarter, if and when a student is FAILING TWO OR MORE CLASSES BELOW 70%, he/she will immediately become ineligible to participate in extracurricular activities. The student will remain ineligible during the complete week (Wednesday THROUGH Tuesday). The student will continue to practice while being ineligible. If and when a student has any two or more classes being failed for three (3) consecutive weeks, the principal will determine if the student should be assigned to Saturday School until the excessive failures are again passing.

**Section 5: Grading System**

Students will receive numeric grades for all classes. The conversion of a number grade to a letter grade and 4.0 scale will be as follows:

93-100	A	4.0	75-76	D+	1.7
91-92	B+	3.7	72-74	D	1.3
87-90	B	3.3	70-71	D-	1.0
85-86	B-	3.0	0-69	F	0
83-84	C+	2.7	Incomplete	I	0
79-82	C	2.3	Satisfactory	S	0
77-78	C-	2.0	Unsatisfactory	U	0
			Pass	P	0

*The above grading scales may be deviated from for students in Special Education, or with other identified special needs.*

All teachers may include additional information to the parents, which will better explain the student's progress.

**Section 6: Graduation and Course Requirements**

To participate in commencement exercises or receive a Meridian Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Meridian Public Schools must accumulate **220 hours**. The total graduation requirements must include the following core curriculum:

English	40 Semester Hours
Science	30 Semester Hours
Math	30 Semester Hours
Social Studies (American Government is required)	40 Semester Hours
Physical Education	10 Semester Hours
Fine Arts (Music, Art, Curricular Speech, Curricular Drama)	20 Semester Hours
Computer Education	10 Semester Hours
Vocational Education or Foreign Language	10 Semester Hours
Electives	30 Semester Hours



All credit hours will be based on the formula set by the Nebraska Department of Education.

State Law requires that all students must complete the Free Application for Federal Student Aid (FAFSA) prior to graduation.

The date and time for graduation shall be set by the board, considering recommendation of the administration. Effort will be made to take-into-account the desires of the senior class in setting the graduation exercises, but the final decision is and will be made by the board.

School Board Policy No. 5205 (Date of Adoption: March 17, 2014)

### **Section 7: Health Education**

As part of the total educational program at Meridian, students are taught about health issues affecting their lives, including such topics as sex education. These important topics are presented with great sensitivity to the students' ages and maturity levels. Parents are encouraged to contact the teacher if they have any questions concerning the presentation of these topics.

### **Section 8: Honor Roll**

High level of achievement is desired and encouraged by Meridian High School. The receiving of high grades in school does not guarantee one's success in life upon the completion of formal schooling, but it is safe to assume that its effects will be favorable. Only academic subjects are to be included in the averages.

You must have a 93% average for the Honor Roll and a 90% average for Honorable Mention. It is possible to receive a 70% in one subject and still make the Honor Roll. The Honor Roll Award will be presented to any student in grade 7-12 who is on the Honor Roll the first three school quarters.

Class rank will be determined on the basis of the cumulative overall numerical percentage average at the end of each semester.

### **Section 9: Incompletes and Conditionals**

Incompletes will be given when a pupil's work for that term is not complete. An incomplete must be removed by the following nine-week period to avoid it becoming a failing grade. No incompletes will be granted at the end of each grading period except those caused by excused absences.

A conditional will be given in lieu of an "F" at the end of the first semester of a two *semester* (continuation) course if the teacher believes the pupil can and will master the first semester's work sufficiently during the second semester so as to warrant the granting of credit for the first semester. Until such a time as a conditional is removed, it shall have all the force and effect of a failure. This is for eligibility for contests and athletics. It is the responsibility of the student to see that the incompletes and conditions are removed. Teachers are not required to remind the student to make up this work.

### **Section 10: Junior High Failures/Retention**

A junior high student who fails half the core courses (English, math, science, social studies) each semester may be required to attend and pass approved summer school courses, *OR* take, complete, and pass district approved Subject Learning Packet (s). This extra Learning Packet course is done in the summer, and some of the cost for the packets will be the responsibility of the student/ parents. Failure to pass the district approved Learning Packets will result in grade retention for the next school term. The counselor and the principal will determine such grade retention. When a junior high student (grades 7 & 8) fails 3 or more of the four main core courses (English, math, science, social studies) in both semesters, the student will be required to repeat the grade level the next school term.

### **Section 11: Nebraska State Standards and Assessment**

The Meridian Public School has adopted the State Standards promulgated by the Nebraska State Board of Education. Local standards and assessments have been developed at each grade level and in each subject area required. Meridian Public School utilizes the Nebraska Student-Centered Assessment System (NSCAS), NWEA MAP, and other appropriate assessments to assess its students.

## Section 12: Renaissance Program



### Renaissance Program

“A New Commitment to Excellence in Education”

The 2023-24 school year will be the 26<sup>th</sup> for the Renaissance Program at MPS. Meridian’s Renaissance began with a new *Commitment to Excellence* in our educational programs in 1998-1999 and continues to remain a constant segment of our School Improvement Plan from which the program evolved.

Implementation of the Renaissance Program was the result of a three-year school improvement study at Meridian. The program is designed to reward academic improvement and good behavior habits at school. The Student Council and the Principal’s office set the yearly guidelines for this nationally known program.

The goal of the Meridian Renaissance Program is to provide an atmosphere that continues to promote excellent performance and continuous improvement by all students and staff. It creates an attitude among students that academic achievement, accomplishments, and pride in hard work will result in immediate and future rewards. We believe that students who are encouraged, supported, and rewarded for academic achievement will experience greater success, graduate, and enter the world community as positive, productive citizens.

The Renaissance Program began in Conway, South Carolina in 1988, and was sponsored by the Jostens Corporation, a Fortune 500 company based in Minneapolis, Minnesota. This fast-growing program has over 1500 schools across the country involved in a rebirth of educational improvement. By employing basic motivational concepts used in the business world, the Renaissance Program will provide tangible rewards and incentives to students who improve their academic performance or maintain high levels of classroom excellence.

Through the work of the staff, Student Council, elected class leaders, and area community businesses, this program has established rewards and recognition for Meridian Jr/Sr High School Students. All 7-12 students are eligible to become a part of three established academic levels. Those three (3) levels are called the RED LEVEL Achievers, the BLACK LEVEL Achievers, and the WHITE LEVEL Achievers. The “RED” Level students qualify for rewards and incentives by earning all A’s each semester in their course work. The “BLACK” Level students qualify by earning an overall average of 85% or above each semester. One grade of “C” (80% or above) will be allowed. The “WHITE” Level students can qualify by raising their established grade point average each semester by half a grade (.5) with no F’s.

Students who qualify for the grade point incentives must also have exhibited exemplary attendance, discipline, and punctuality habits. To qualify for the rewards and incentives each semester, (attendance) the student must not have missed more than five (5) days per semester, and (punctuality) must not have more than five (5) tardies per semester. The student (discipline) must have had no “Saturday School” sessions or out-of-school suspensions, and two (2) or fewer minor detentions during the semester.

All students must believe they can excel, and the staff will support them in their effort to work to the highest level of their ability. In our partnership with the area business community, the entire staff at Meridian Jr-Sr High School will strive to produce educated, responsible, and productive citizens. The symbol of the Renaissance in the American eagle: to soar with the eagles, we must commit to the Renaissance – the rebirth, renovation, restoration, and renewal to achieving excellence in education.

## Section 13: Report Cards and Progress Reports

Report cards will be distributed every nine weeks. Reports of unsatisfactory progress will be sent home as soon as a student shows that he/she is earning a possible failing grade. Occasionally, a student doing work that is barely passing in the classroom may receive a failing grade on the report card if the period test is far below passing. Parents may not receive a report previous to the report card if that is the case. Students failing will be notified personally by his/her teacher in whose class he/she is failing.

## Section 14: Scholastic Eligibility

In order to participate in extracurricular activities, students must be enrolled in at least 25 semester hours per week. In addition, students must have received 20 semester hours of credit for the IMMEDIATE PRECEDING SEMESTER. This is an NSAA (Nebraska State Activities Association) guideline.

## Section 15: Teacher Assistant

To be a Teacher Assistant, a student MUST have a minimum overall grade point average of 85% or above. Any deviation from this requirement will be at the discretion of and approval by the administration. Students that are a Library, Office, or Teacher Assistants WILL NOT be given a grade. Students who get on the failing list will discontinue their assistance until they are passing all classes again. Their TA service to the school will be noted on the school transcript.

### **Section 16: Withdrawal or Transfers**

When a student withdraws from school or transfers to another school, he/she must report to the principal's office. He/she must complete the Student Withdrawal Slip before official confirmation of his/her dropping or transfer can be made. All books, computers, and equipment must be turned in and accounted for. Each teacher must sign the withdrawal slip before the student can withdraw or transfer from school.

## **Article 9: General Student Information/Events/Activities**

### **Section 1: Class Officers**

Each class elects officers at its organizational meeting early in the year. The class will function as an organization whenever the officers and sponsors deem it necessary or advisable. Any student failing in any class the previous semester will not be eligible for election to a class office.

### **Section 2: Early Dismissal**

On days with a 1:30 p.m. or 3:12 p.m. dismissal, students are expected to vacate the school building unless involved in other sponsorship activities. This time is for teacher in-service, meetings, and work time. Students are not to return to the school for extra-curricular activities before 3:45 p.m. Practices cannot begin until 4:00 p.m. without permission from the administration.

### **Section 3: Extracurricular Activities**

Extra-curricular activities are defined as activities that are not required as part of a regular curricular offering. See "Activity Handbook" for more information.

### **Section 4: Leaving the Building During Games**

Students must receive permission from the ticket taker(s) and/or an administrator to leave the building during games at Meridian. Any student that does not receive permission will not be readmitted to the game.

### **Section 5: Pep Rallies**

Pep rallies are held for the purpose of creating the proper atmosphere for athletic games. Yells, songs, skits, etc. should enthruse the student body to support the team and attend the game and inspire the team to do its best. Pep rallies will be set up by the Principal after consultation with the coach(es) and cheerleaders. Students will be dismissed from class to go to the pep rallies. Cheerleaders will be dismissed five (5) minutes before the rally. The junior high students will take part in the pep rallies.

### **Section 6: School Dances**

School Dances: Only individuals in good academic/behavioral standing AND are at least freshman through 20 years of age are eligible to attend Meridian sponsored high school dances. ALL OUT-OF-SCHOOL DATES MUST BE APPROVED IN ADVANCE BY THE SPONSORS AND ADMINISTRATION. Occasionally, a school dance/mixer will be held at which 7th and 8th grade students may attend, and it will be advertised as such. No one will be allowed to leave and re-enter. Permission to leave and return may be given by the administration or sponsor in certain cases.

### **Section 7: Jr-Sr Prom**

Junior – Senior Prom: The Junior Class entertains the Senior Class, class sponsors, and other selected guests with a banquet and prom in the spring. All plans and regulations for this event must be approved by the principal. Permission must be granted by the Board of Education to hold the Prom Banquet and Dance off the school premises each year. Prom expenses must remain within the budget limits approved by the Board of Education. Music must be school appropriate. All dance related expenses and decoration orders must be approved by the class sponsor and/or the administration.

### **Section 8: School Sponsored Trips/Field Trips**

Pupils authorized by the school to go on sponsored trips must ride on buses both ways unless specifically exempted by the principal or teacher in charge to go with his/her parents or guardian. If a student is to be exempted from riding the bus, written permission must be received before the bus leaves to go to the activity. School buses will leave for home immediately following the event unless the sponsor has made other arrangements and has them approved by the office of the principal before leaving school. During tournaments, buses will leave at half-time of the following game unless other arrangements have been made and previously announced. When deemed necessary by the administration, parents will ride on buses to act as sponsors in addition to the teacher or coach in charge.

### **Section 9: School Sports**

Regulations and guidelines for participation are contained in the Activities Guidelines adopted by the Board of Education. All students wishing to participate must make themselves aware of the guidelines as well as the rules developed by the individual coach. See "Activity Handbook"

### **Section 10: Senior Class**

Honor guards and ushers for graduation must be selected from the Meridian junior class. If there are sufficient funds remaining in the senior class account, the class may schedule a luncheon after the graduation practice. The location of the luncheon must be approved by the administration. **The graduation exercise for seniors will not be considered as an extracurricular activity.** Seniors must be in good standing in classes to participate in the graduation exercise per administration discretion.

### **Section 11: Spirit Activity**

The principal must approve all spirit activities.

### **Section 12: Student Council**

The Student Council consists of twelve (12) elected members. Any exchange student/s or district or state officers are automatically on Student Council. Any member of the student body has the right to attend Student Council meetings as long as he/she follows rules set up by the Student Council.

### **Section 13: Student Organizations and Sponsors**

Each student organization in school organizes at the beginning of the school year after sponsors have been assigned. Elections will be conducted by the petition method. Meetings will be held when requested by the president with the approval of the sponsor. Permission must be secured from the principal to facilitate scheduling.

Parliamentary procedure should be used in all meetings. A copy of the minutes must be kept. The actions of the organization must meet with the approval of the sponsor and the administration of the school before adoption is final. Each organization must turn in a copy of its minutes and treasurer's report to the sponsor at the end of the school year. Books for the secretary and treasurer are provided by the Principal's Office. Constitutions for all student organizations must be approved by the administration. No new organizations may be started without prior approval of the administration.

## **Article 10: District, State, and Federal Programs, Policies, and Guidelines**

### **Section 1: Breakfast and Lunch Meals**

The cafeteria offers a breakfast and regular lunch menu each day of the week. An optional choice of a fruit/vegetable bar is also available daily. **Students may bring a noon sack lunch, but students may not leave the campus for lunch or have food or drink brought to them.** Students are called to the lunchroom via a weekly rotation by classes. The lunch period is 30 minutes in length. After eating, students are asked to go to the gym (if open), sit in the commons, or go outside to the cement "horseshoe" area until the bell rings. Cafeteria food may not be taken out of the commons.

School breakfast and lunches are available and students are encouraged to eat them. Prices are set by the Board of Education. Only well-balanced meals are served which provide about one-third to one-half of the day's nutrition requirements. High standards of sanitation and safety are maintained. The Federal and State governments through cash reimbursements and surplus commodities finance the programs and by the participating students who pay a nominal fee. The program is financially self-supporting, nonprofit, and is supervised by the State Department of Education.

**Lunch payment is to be made in the Superintendent Secretary's office.** The school may end lunch privileges upon the accumulation of THREE (3) unpaid lunches. The school will deny a student lunch privileges if more than TEN (10) unpaid lunches accumulate. **School Lunch checks should be written out to the Meridian Hot Lunch Program.** Cost of 7-12 meals – Breakfast \$1.65 Lunch \$2.80

**Please remember to be respectful and dispose of gum, etc. in the trash and not on the food trays.**

**Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print,

audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: [\(202\) 690-7442](tel:2026907442); or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

## **Section 2: Insurance**

Insurance to cover most injuries at school is available to all students. All students out for athletics or taking shop classes are encouraged to have medical insurance. In the interest of the insured students, if possible, any injury should be reported to the office or teacher before seeing a doctor. This will help ensure that all losses are reported to the insurance company. The doctor should also be informed that the student has insurance. An insurance claim must be made out or it will result in non-payment. IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENTS TO SEE THAT NECESSARY FORMS ARE COMPLETED AND SENT TO THE INSURANCE COMPANY.

## **Section 3: Medical Release Forms**

Students must have a Medical Release Form signed by a parent or legal guardian on school file to be allowed to travel in school vehicles to school activities. The medical release allows for possible emergency medical treatment if necessary.

## **Section 4: New Rules**

This handbook was written to cover many of the possible situations encountered at school, but additional rules can be formulated throughout the school year. The students will be told verbally about any rule changes.

## **Section 5: New Student Information**

All new incoming students need to report their **social security number** to the guidance counselor office for inclusion in their permanent record. According to recently passed state legislation, newly enrolled students must provide either: (a) a certified copy of the student's **birth certificate**, or (b) other **reliable proof** of the student's identity and age accompanied by an affidavit explaining the inability to produce a certified copy of the birth certificate, and (c) a copy of **all immunizations**. The school will also request the complete name of student, grade entering, address, and other information necessary to enrollment. This information must be provided to the administration and/or counselor/secretary offices upon entering school.

## **Section 6: Non-Discrimination**

It is the policy of the Meridian Public School not to discriminate on the basis of sex, handicap, race, color, religion, marital status, veteran's status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency administered programs and all related publications.

# SCHOOL BUS GUIDELINES

## **Part 1: Expectations**

### 1. Obey the bus driver!

### 2. Be waiting when the school bus arrives.

- Be at the school bus stop at least 5 minutes early. The driver will wait a maximum of two minutes.
- Wait quietly at the bus stop until the bus arrives.
- Don't be late! There are other children waiting at other bus stops to be picked up.
- Set a good example for the younger children and be willing to help them.
- Do not push or shove when getting on the bus.
- The driver may refuse to let large or potentially dangerous items on the bus.

### 3. Always use the handrails.

- Do not enter or leave the bus until the driver tells you to get on or off.
- Keep one hand free to grasp the railing.
- Leave a space between you and the child ahead of you.
- Do not push or shove at any time.

### 4. Take your seat promptly.

- The driver may assign permanent seating if necessary.
- Get in one seat and stay there.
- If the seat is vacant, slide over to the window so someone else can have a seat.
- Ask the bus driver where to put musical instruments or other large objects.
- Never act silly or show off on a school bus. Set a good example.

### 5. Keep aisle clear at all times.

- Never put arms, legs, or other objects in the aisle.
- Help the bus driver. Keep the bus clean.
- Pupils must not throw waste paper or other rubbish on the floor of the bus.
- No food, gum, or drinks are to be consumed while on the bus.
- No shooting or throwing of any kind of material within the bus or out the bus is allowed.
- The aisle must be kept clear for safety.
- Do not bring animals of any kind on the bus.

### 6. Stay seated until the bus stops.

- It is very dangerous to move around on a school bus when it is moving as there are a lot of hard steel materials in a bus. You could be thrown to the floor or slammed against the back of the seat if the bus stopped suddenly.
- Bring toys and balls in a paper sack. A ball could roll down the aisle and get caught under the brake pedal causing an accident.

### 7. Be quiet to avoid accidents.

- The only time you will be asked to be absolutely quiet is at a railroad crossing.
- The bus driver will stop; open the side window and the bus door. The bus driver will look both ways twice before crossing the track.
- Bus riders must be quiet because sometimes you can't see a train coming, but you can hear it.
- Outside of ordinary conversation, classroom conduct is to be observed by the students.
- Loud noise, loud talking or any other disturbance while on the bus will not be permitted. Any pupil who is guilty of unbecoming conduct, or using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride on the bus.
- Electronic devices may be played with the use of headphones.

### 8. Keep your head and arms inside the bus at all times.

- It is against the law to have any portion of your body or any object on the outside of the bus.

### 9. Cross streets only when it is safe.

- Look both ways for cars and be sure all traffic has stopped.
- Always cross in front of the bus and walk about ten (10) steps out in front of the bus so that you can see the driver and the driver can see you. If the driver is unable to see you, accidents are likely to occur.

*Pupils will be delivered at their established drop-off unless a change is requested in writing by an administrator or the parent. If the requested change will alter the bus routes, the district may refuse the request.*

## **Part 2: Discipline**

### 1. Assertive Discipline Bus Consequences in One Day

#### First Offense:

- Verbal Warning

#### Second Offense:

- The driver will stop the bus.
- The driver will write down the name of the student and report the name to the principal.
- The student will be suspended from riding for one or two days after the student's parents has been contacted.

#### Third Offense:

- The driver will stop the bus.
- The driver will put a check by the student's name and report him to the principal.
- The student will be suspended from riding the bus for a minimum of three school days after the student's parents have been contacted.

#### Fourth Offense:

- The driver will stop at the nearest safe location with a phone.
- The driver will designate a student to call the school and request help.
- The bus will stay at the location until a teacher or administrator can come and pick up the disruptive student.
- The student will be suspended from riding the bus for the remainder of the semester after the student's parents has been contacted.

### 2. School Disciplinary Action

In addition to bus suspensions, the administration will assign disciplinary action according to the school discipline policy.

### 3. Severe Problem

Anytime a student creates a severe disturbance or creates a disturbance for several days, the driver can react as if the student committed his/her fourth offense.

### 4. Vandalism

Any damage to the bus is to be reported at once to the driver. Any student cutting or marking on the seats, floor, side panels, or any other part of the bus will be required to pay the full cost of restoration as well as being barred from riding the bus.

# Activity Handbook

Grades 7-12

## **Article 1: Guidelines**

### **Section 1: Introduction**

This section is prepared and distributed and/or made available online each year with the intention of providing a source for a clearer understanding of the rules and regulations which govern the participation of each individual student in the activity programs of the Meridian School. Each student is reminded that he/she is RESPONSIBLE for checking with the head coach of each specific sport or sponsor for any additional regulations, which may govern their participation in that activity.

*"IGNORANCE OF THE RULES" will not* be considered a valid defense for rule violations(s). As a participant, it is YOUR RESPONSIBILITY to know and follow all the rules governing your sport or activity. Participation does include sport practices before the open date for a scheduled contest.

The policies, rules, and regulations found in the Meridian Activity Guideline booklet will apply to the following school activities and/or organizations:

Volleyball	Football	Basketball	Wrestling	Track
Cheerleaders/Dance	One Act Play	Speech Team	Drama/Spring Play	NHS
Band/Chorus	Quiz Bowl Team	FBLA	Thespians	Dances
Annual Yearbook	Enrichment	Student Council	Class Activities	Prom
Homecoming	Field Trips	FFA		

### **Section 2: Warning**

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with participation in activities, especially athletic participation. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to the more serious injuries to bones, joints, ligaments, tendons, and muscles. Catastrophic injuries to the head and spinal cord, though rare, can happen and be so severe as to result in total disability, paralysis or death.

WE RECOMMEND THAT EACH FAMILY TAKE OUT AN INSURANCE POLICY FOR SPORT INJURIES OR MAKE SURE THEIR CURRENT FAMILY POLICY WILL COVER SPORT INJURIES. The school **DOES NOT** have insurance coverage for such injuries.

Even with the best coaching, the use of the best protective sport equipment, and strict observance of the rules, injuries are still a distinct possibility.

### **Section 3: Philosophy**

Interscholastic activities shall be an integral part of the total school educational program that has as its purpose to provide educational experiences not otherwise provided in the curriculum, which will develop learning outcomes in the areas of knowledge, skills, and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching "through" activities in addition to teaching the "skills" of activities.

A great activity tradition is not built overnight - it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the participant has certain responsibilities to uphold. They are as follows:

#### 1. RESPONSIBILITIES TO YOURSELF

We would like to think of a participant as being someone special in that certain responsibilities are imposed on him/her. A participant is one who accepts these responsibilities and broadens him/herself and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in other co-curricular activities. You owe it to yourself to always do whatever you do in life to the best of your ability.

#### 2. RESPONSIBILITY TO THE SCHOOL

By being a participant, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being a participant, you are representing your school and your community. You automatically assume a leadership role when you are on an activity squad. The student body and citizens of the Meridian School Community



know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitude, both on and off the field of play. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them down: GIVE THEM HIGH IDEALS TO COPY.

### 3. RESPONSIBILITIES OF THE COACHING STAFF

All coaches will follow the Nebraska Coach's Creed, which reads:

- ***I BELIEVE*** inter-school sports have an important place in the general education scheme and pledge myself to cooperate with others in the field of education and to administer them that their values shall never be questioned.
- ***I BELIEVE*** the other coaches of inter-school sports are earnest in their desire to keep the inter-school program high on the plan of citizenship training and I shall do all that I can do to further their efforts.
- ***I BELIEVE*** my own actions should be so regulated as to reflect credit to this profession. I SHALL abide by the rules of the game in letter and spirit.
- ***I BELIEVE*** in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- ***I BELIEVE*** proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
- ***I BELIEVE*** these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sports to be a better citizen.
- ***I BELIEVE*** in and will support all reasonable moves to improve athletic participation by an increased number of participants.

Those of you who want to be a part of the great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic competition at Meridian Public School.

### **Section 4: Objectives**

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the Nebraska School Activities Association, the coaches of the respective activities, the school administration, and the Meridian Board of Education.

Objectives are:

1. To provide natural outlets for students desiring to participate on teams in competition with other schools.
2. To assist in the development of higher levels of strength, endurance, vitality.
3. To teach good sportsmanship.
4. To further develop the health of each individual so he/she will be a contributing member of his/her society.
5. To develop ideals of self-sacrifice and denial.
6. To help develop skills that have carry-over value in terms of worthy use of leisure time.
7. To create an atmosphere of unity, to foster a school spirit growing out of the school's athletic endeavor; a spirit which will make the educational process more effective.

When participating in an activity the individual shall:

1. Consider all activity opponents as guests of Meridian Public School, and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Never use abusive or irritating remarks.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake - not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for players, coaches, and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire activity program something we will always be proud of.

## **Article 2: NSAA Regulations Governing Summer & School Year Activities**

### **Section 1: Introduction**

Listed below are some of the rules of the Nebraska School Activities Association (NSAA) governing student participation. Students desiring to review all regulations or needing interpretations of the regulations should consult with their coach/sponsor or the appropriate school official – Activities Director, Principal, or Superintendent.

### **Section 2: Sports Seasons:**

All interschool sports approved by the Association shall be divided into three seasons: Fall, Winter, Spring. No student shall participate simultaneously in more than one sport per season.

### **Section 3: Summer Activities**

From the close of school for the second semester until the opening date of the fall sports season, a member may not sponsor a team or individual, otherwise be responsible for a student in summer competition.

### **Section 4: Clinic**

A member school may organize the following: **Clinic** - a school may organize a clinic in any sport after the school is closed for the second semester through the first weekend in August. No clinic in any sport shall exceed three weeks in duration, and that three weeks shall be defined as twenty-one calendar days to run consecutively from the first date of the clinic.

### **Section 5: School Year Activity Practice**

No organized practice may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

- **FOOTBALL:** An organized practice shall mean more than five players under the direct supervision of a sponsor.
- **BASKETBALL and VOLLEYBALL:** An organized practice shall mean more than four players under the direct supervision of a sponsor.
- **TRACK AND WRESTLING:** An organized practice shall mean more than three players under the direct supervision of a sponsor.
- **CONDITIONING PROGRAM:** A member school may organize and supervise a year-round conditioning program to include weight lifting, running and exercising for its members in accordance with current NSAA regulations.
- **PHYSICAL EXAMINATION:** Each student who expects to participate in athletic contests shall present to the Superintendent or Principal, once each year before actual participation in any interschool sport, a physician's certificate on a form approved by the NSAA that he/she is physically fit for athletic participation.
- **PARTICIPATION ON NON-HIGH SCHOOL TEAMS IN NON-SCHOOL COMPETITION:** Any student who participates in any athletic contest other than as a representative of his/her school during the season of the sport involved becomes ineligible to represent his/her school in that sport during the remainder of the season of sport. During the season of a sport, a student is permitted to take instructions from a person other than the high school coach at times other than scheduled high school practice sessions, but such instructions shall not interfere with, not be substituted for, the high school coaching, practice sessions or contests.
- **ALL-STAR COMPETITION:** No member schools shall permit its students to compete in any all-star contest or be a member of any all-star team. No athletic team from any member school shall compete against any all-star team. A student violating this rule shall be declared ineligible for all interscholastic competition for a period of one year from the date of the last offense.
- **AMATEUR RULE:** A student shall be an amateur in all sports sponsored by the Nebraska School Activities Association. (For definition of amateur, consult your coach or the appropriate school official.)
- **IMPROPER CONDUCT:** The Superintendent or Principal shall exclude any contestant from his/her school contest who, because of improper conduct, would not represent the school in a becoming manner.

## **Article 3: NSAA Eligibility, Attendance & Scholastic Requirements**

### **Section 1: Participants**

Students who are enrolled in a member high school and have not been graduated from any high school or its equivalent, and students of a junior high school which is a part of a member high school's system who compete or practice with a member high school's team may be permitted to participate in activities of the Nebraska School Activities Association. Once a student participates in an activity under aforementioned arrangements, the student shall be governed by all rules of the NSAA.

Part-time enrolled students: State Law and NSAA Bylaws require part-time enrolled students to be enrolled in 5 credit hours per semester at the NSAA member school to participate in activities at that school and meet all other school and NSAA requirements.

### **Section 2: Semester Limitations**

A student shall become ineligible after eight semesters of school membership beginning with his/her initial enrollment in grade nine of a four-year high school. A student shall become ineligible after six semesters of school membership, which begins with his/her initial enrollment in grade ten of a three-year high school.

Membership in any school or schools for thirty or more school days during a semester is considered as a semester of school membership. The records of the school or schools in which the student was a member shall be used to determine the total number of days of school membership.

Semesters are not charged consecutively. If a student is not enrolled in school, the student is not charged with a semester of membership. When he or she re-enrolls in school, however, it takes one semester, for which the student is charged to regain eligibility.

### **Section 3: Season Limitations**

No student shall be permitted to participate in more than four seasons of any one activity at the high school level. After initial enrollment in grade ten, no students shall be permitted to participate in more than three seasons of any one activity. Competing in any part of an interscholastic contest shall count as a season of participation in that activity.

### **Section 4: High School Graduates**

A graduate from a four-year school or its equivalent is no longer considered a student for interscholastic activity purposes even though the student enters another high school and is classed there as a fourth or even a third-year pupil and is a candidate for graduation.

At the end of the first semester, a student who becomes ineligible to play through graduation, but who is eligible to play until the end of the semester, shall be eligible up to and including Saturday night of the week the semester is completed. A student who is eligible to compete throughout the regular season in an activity, but who graduates or completes eight semesters of high school attendance before the state tournament in that activity shall be eligible to compete in such tournament or meet provided the tournament or meet is held before the next semester starts.

### **Section 5: Second Semester Eligibility**

A student who becomes eligible the second semester shall be eligible the first day of the second semester, provided his/her name has been included on an eligibility list sent to the NSAA office before the contests. Students who will become eligible the second semester may be included on an eligibility list sent during the first semester, provided a note indicates that date on which they will become eligible.

### **Section 6: Residence**

Residence shall be defined as the place where one has established his/her home, the place where the student is habitually present, and to which, when departing, the student intends to return. (For further definitions and information on what constitutes residence consult your coach or the appropriate school official.)

### **Section 7: Age Limitation**

No student shall be eligible for interschool competition who has attained the age of nineteen years except as follows: A student who becomes nineteen (19) years of age on or after August 1, shall be eligible on the basis of age until the end of the current school year.

## **Article 4: Participation Information- Meridian Public School Regulations Governing Activities Participation**

### **Section 1: Introduction**

Listed below are rules governing the general operation and participation of activity programs at the Meridian School. Previously listed information in the student handbook, along with these guidelines, each head coach/sponsor of a specific activity may, subject to administrative approval, develop and adopt those rules which he/she desires to have in effect for his/her particular activity. These rules will be given in writing to each participant in the specific activity, and a copy will be filed in the office of the Activities Director, Principal, and Superintendent. Anyone desiring clarification or interpretation of the rules governing their specific activity should consult their coach/sponsor or the appropriate school official.

## **Section 2: Pre-Practice Requirements/Physical Permission Form**

All student athletes are required to return the physical/permission form with the appropriate signatures before they will be allowed to begin practicing.

## **Section 3: Appearance**

Participants will be neat, clean, and well-groomed while participating in activities at Meridian. All participants will follow the guidelines set by their activity's sponsor, based on the student handbook "Grooming and Attire" policy.

## **Section 4: Attendance and Participation**

Students participating in school sponsored individual and/or team activity groups MUST BE IN ATTENDANCE FOR AT LEAST 1/2 OF THE SCHOOL DAY (four (4) periods) before being allowed to participate in extra-curricular practices or competitions. The Principal may waive this regulation if the student's parents or guardian requests such a waiver PRIOR TO THE ABSENCE. Attending a morning funeral or keeping a doctor's appointment is usually considered just cause for a waiver from the office. Please contact your Principal when in doubt about the eligibility requirement.

Students may not participate in any activities if they are under disciplinary suspension or expulsion. This rule may be waived by the administration.

Participants are expected to be at all practices scheduled by the coach/sponsor. Should a student participant not be able to attend a practice, they must contact the coach/sponsor in advance. Exception: When a student is absent from school they do not need to notify the coach/sponsor, however, most coaches/sponsors appreciate knowing the reason why the student is absent from school. Students are to show the coach/sponsor their make-up slip to be excused.

All participants are expected to be on time, in fact, ahead of time, for all practices, contests, and departures for contests.

All participants are expected to participate fully in all practices. Success at any endeavor requires thorough and diligent preparation, and failure to prepare one's self may be grounds for denial of participation in contests and lettering in a sport. Penalties for unexcused absences shall be determined by the head coach/sponsor at the beginning of each season, and such penalties shall be distributed to the participants at the first practice, in writing.

## **Section 5: Coaches' Office and Equipment Room**

Coaches' offices and equipment rooms are OFF LIMITS to all students. *Exception: the student is asked to enter for a conference or on an errand for the coach/sponsor/teacher.*

## **Section 6: Dressing Room**

All participants will be under the direct supervision of the coach/sponsor in charge while dressing. A participant must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge, and if he/she deems it necessary, to refer the case to proper administrative authority for review and/or further action. Participants are always to respect all equipment and supplies.

## **Section 7: Eligibility Guidelines**

*See information in Article 3: NSAA Eligibility, Attendance & Scholastic Requirements*

## **Section 8: Equipment**

The District tries to furnish the students with as much of the equipment needed as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The participant will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What an item costs when purchased for replacement may be double the original cost in many cases). It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit the sport. If a participant fail to check in his/her equipment at the designated time or immediately if they quit a sport, they will be expected to pay for the cost of replacement. Students should wear the activity equipment checked out to them only at practices and contests. All students are highly encouraged to purchase and use locks on their locker room lockers.

## **Section 9: Practice Schedules**

All starting times for practices will be designated by the individual head coach/sponsor. All participants are expected to be on the field, court, or practice location at the time set by the coach/sponsor. It is suggested that the normal length for a practice will be approximately one and one-half hours. This will allow maximum utilization of the available facilities

by all groups. There will be no practice on Sundays or holidays unless approval for such practice has been given by the administration prior to the date of practice.

### **Section 10: Switching Sports**

If a student switches from basketball to wrestling or vice versa, the student must do so within ten (10) days of the start of that sport season. After the switch, the student will not be able to compete or practice for seven school days. After the seven-day waiting period, the student will be allowed to practice but will not be allowed to compete for an additional ten days.

## **Article 5: Extra-Curricular & Co-Curricular Activity Policies**

### **Section 1: Introduction**

The extra-curricular and co-curricular opportunities in the Meridian School educational program are areas in which coaches and sponsors have a unique influence to promote and nurture a healthy lifestyle and ideals, and the students have an opportunity to develop and gain desirable life-long qualities. Those qualities may include the principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, leadership, responsibility, teamwork, dependability, self-discipline, and the values of self-sacrifice and training.

The Meridian School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and values of the district's communities. Further, Meridian School believes that the individual family should be the PRIMARY guiding influence and determinant of student behavior. In addition, the school district also has a significant interest in teaching students to behave responsibly and appropriately. Consequently, students will be held accountable for their choice of actions. Their participation in any extra-curricular or co-curricular activity is dependent upon their adherence to the school district's policies, procedures, and rules. At the same time, the school will also strive to work with the student, parents, and other agencies in trying to help the student correct behavior that the school feels is negative or not in the best interest of the student.

### **Section 2: Good Conduct Rules/Behaviors**

Students attending Meridian need to understand that their choices of behavior AT ALL TIMES reflect on their school, their community, their family, and certainly themselves. Inappropriate behavior IN AND OUTSIDE THE SCHOOL will result in appropriate consequences. Some examples of inappropriate behavior would include (but not be limited to):

Cited for, self-reported, and reported by school personnel or law enforcement:

1. Use/possession of illegal substances
2. Incidents of poor citizenship in school
3. Gross insubordination in school
4. Conflicts with the law such as stealing of property, acts of vandalism/violence, assault
5. Placed on probation or parole
6. Entering a county pre-trial diversion program
7. Being suspended for excessive detentions
8. Inappropriate behavior during a school sponsored activity

**Incidents of students violating the Good Conduct rule** will be investigated by the building principal when a violation is observed, reported, read about in a local paper, or "self-reported" by the student. When the violation is proved valid, consequences will be administered the day the investigation is completed.

**CONSEQUENCES:** ALL OFFENSES ARE CUMULATIVE FROM JUNIOR HIGH THROUGH HIGH SCHOOL. Such offenses can be those on school grounds, at school-sponsored activities, home or away, or on a student's free time outside the school day or week.

**FIRST OFFENSE:** The student will receive a 28 CALENDAR DAY SUSPENSION from activities and a minimum suspension from FOUR (4) MAJOR ACTIVITIES. Major activities include, but are not limited to, athletic contests, musical events or contests, drama or speech contests/performances, organizational clinics or field trips, prom or other school dances. The determination of what constitutes a major activity will be at the discretion of the principal.

**ALL OPTIONS CAN BE CHOSEN TOGETHER OR CHOSEN SINGULARLY**

**OPTION B:** If the student "self-reports" a violation to the coach, sponsor, or the principal **WITHIN ONE (1) SCHOOL DAY of the incident**, the suspension will be **reduced by seven (7) CALENDAR DAYS** from activities, and the **MINIMUM** number of major activities that must be missed will be lowered by **one**.

**OPTION C:** If the student agrees to participate in a school approved evaluation and substance abuse awareness program (if available) set up through the school's SCIP team representatives, the student will have a further reduction of days from the suspension time from activities of **SEVEN (7) CALENDAR DAYS** and the **MINIMUM** number of major activities that must be missed **will be lowered by one** WHEN the school receives a student release from the approved evaluator and/or counselor as proof of completion of the evaluation and/or recommended counseling.

Choosing Option B or C **DOES NOT GUARANTEE AN ACTUAL REDUCTION OF MAJOR ACTIVITIES TO BE MISSED.** THE **MINIMUM NUMBER OF ACTIVITIES TO BE MISSED** may or may not extend past the reduced number of calendar days. The actual number of activities to be missed is dependent on the school calendar and the number of major activities planned during that time frame.

**SECOND OFFENSE:** The second offense for a student will result in a **180 CALENDAR DAY SUSPENSION** from all activities.

**OPTION B:** If the student "self-reports" a second violation to the coach, sponsor, or principal **WITHIN ONE (1) SCHOOL DAY of the incident**, the suspension from activities will be reduced BY **45 CALENDAR DAYS**.

**OPTION C:** If the student completes a school approved substance abuse evaluation and/or counseling program (if available) and files a student release with the principal's office and SCIP team as proof of completion, the suspension from extra-curricular activities will be **reduced by 45 CALENDAR DAYS**.

All students who are suspended from their activities **WILL BE ALLOWED TO ATTEND PRACTICES**, but will not be allowed to participate in scheduled events.

**THIRD OFFENSE:** The third offense for a student will result in a **365-day suspension** from all activities. After a calendar years' time, a student may be reinstated to activity participation if he/she appears before the Board of Education with a report of substance abuse program completion, counseling documentation, and year of "clean slate" living within the law. Upon hearing the report, the Board of Education may elect to vote for the student's reinstatement to participation in activities for one last opportunity.

**CARRY OVER:** Consequences for violations that occur when there are fewer days in the school year than the consequences call for will "carry over" to the next school year. For example, if the suspension is for 28 days and at least four (4) activities, but there are only 12 days and two (2) activities left in the school year, the suspension will carryover for 16 days and two (2) activities into the next school year. The count will resume with the first scheduled activity of the new season.

**LOSS OF LETTER, AWARDS, RECOGNITION, NOMINATIONS:** All students suspended from their activity/sport season due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco/e-Cigarette/Vapor Device policies, will automatically forfeit their letter and will not be nominated nor supported for any award during that activity/sport season. This is to include letter awards, local incentive awards, all-conference nominations, all-state nominations, player of the week nominations, etc. The only exceptions would be those awards decided upon by persons other than coaches, sponsors, and the Activities Director such as sports casters, sports editors, etc. Awards gained by actual competition (ie. medals) or awards received prior to the violation/suspension would not be retractable. A violation would not affect the chance for awards during other activities or sport seasons.

**PRE-TRIAL DIVERSION PROGRAMS:** The Meridian School District accepts the fact that many counties in Nebraska and in other states now have various forms of pre-trial diversion programs for minors who have been charged by officers of the law with illegal possession and/or use of tobacco, alcohol, and other illegal drugs. Under the provisions of some pre-trial diversion programs, a minor's record is concealed or erased upon successful completion of such a program while unsuccessful completion results in facing charges originally issued ... or a repeat violation during the pre-trial diversion program results in facing both first and the second offense charges.

Any Meridian student in grades 7-12 who enters a pre-trial diversion program as the result of legal charges for illegal possession or use of illegal substances **WILL FORFEIT HIS OR HER RIGHT OR PRIVILEGE TO PARTICIPATE IN SCHOOL SPONSORED ACTIVITIES.**

It is further understood that any student who voluntarily enters a pre-trial diversion program by his or her signing into the program, **WILL NOT BE JUDGED** by the Meridian Schools AS GUILTY of the previous pending charges, nor will their entry be construed as an admission of guilt as it is realized that students may choose the pre-trial program in any extenuating circumstances to avoid the possibility of a court conviction and record of such, regardless of innocence or guilt. **However, such entry into a diversion program WILL COUNT AS AN OFFENSE to the Meridian School's Good Conduct Rules.**

### **Section 3: Requirements to Letter**

The first time, and only the first time, that an individual letter in any sport at the Senior High Level, he/she will be awarded by the coach/sponsor of that activity, the standard chenille letter representative of activities of the Meridian Public School.

The criteria for lettering in each specific activity will be determined by the head coach/sponsor of that activity, and distributed to the participants at the beginning of the activity season.

Some general criteria, which will apply to all activities, are:

- Attitude toward and participation in practice sessions.
- Attitude towards and participation in contests.
- Care of and replacement of equipment used by the student athlete.
- The requirements for lettering may be waived in case of a student who has contributed a great deal to the team. In all cases, letters will be awarded only on the recommendation of the head coach/sponsor, and his/her determination of eligibility to letter will be final. All rules and regulations set forth in this handbook apply to all students who participate in any school activity.

### **Section 4: Coaches/Sponsor Discretion**

Any coach or sponsor of any school extra-curricular activity may impose additional punishments for violations of school rules and/or policies. In addition, coaches and sponsors may dispense other rules and guidelines not noted in both the Student/Parent Handbook and Activity Guidelines. All rules, guidelines, and additional punishments of each coach/sponsor will be identified in additional handbooks distributed by the coach/sponsor to the student participants.

### **Section 5: Procedure for Due Process**

Prior to excluding a student from extra-curricular activities, the Principal has made an investigation of the alleged conduct or violation. The student will be given oral or written notice of the charges and an explanation of the evidence. The student will have the opportunity to present his/her version.

Within twenty-four hours of such additional time as is reasonably necessary following such exclusion, the Principal shall send a written statement to the student, student's parents or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reason for the actions taken. The student may appeal the decision to the Superintendent.

### **Section 6: Suspensions**

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended.

## **Section 7: Academic Pass**

The Academic Pass was developed to give students in grade 7-12 the opportunity to meet with classroom teachers for academic help outside the regularly scheduled class time and not be penalized for missing an activity or practice. The rationale is academics come first in the educational system.

The Academic Study Hall may be used for:

- 1) Missing homework including missing make-up work/quizzes/exams.
- 2) A failing class average below 70%.
- 3) Student help via S.A.T. recommendation.

Either the teacher or the student can initiate the Academic Pass, but both must mutually agree on the date and time. At that time, the student will report to the teacher who has agreed to meet with him/her. During this time, the student will have priority with that teacher for academic assistance. He/she will notify his/her coach/sponsor prior to the practice to be partially or completely missed because of the academic need and then bring the completed Academic Pass Form to the activity sponsor. When the student returns to the activity, he/she will not be disciplined or penalized for their absence (one time only). The second and subsequent academic meetings will not be passes and are subject to discipline and/or penalty. The use of this pass should not hinder the departure of the activity buses or the standing of the student on the team.

Academic Passes are available in the High School secretary's office.

## **Article 6: Student Fee Authorization Act**

### **Section 1: Introduction**

The Board of Education acknowledges that the public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extra-curricular programs and activities that may require financial participation by students and their parents/guardians. In order to provide district students and their parents and guardians with guidance regarding the district's position on fees, the Board of Education enacts the following Student Fee Regulation. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

### **Section 2: Definitions**

- **Curricular programs and activities** mean those course offerings and the attendant program of activities, which are supervised or administered by the school district, which do count toward graduation or advancement between grades and in which participation by students is required.
- **Extracurricular activities** mean student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation of students is not required.
- **Post-secondary education costs** mean tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books or other fees, *except tuition and other fees associated with obtaining credits from a post-secondary institution.*

### **Section 3: Fees Authorized**

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- Participation in extracurricular activities;
- Admission fees for spectators attending extracurricular activities;
- Post-secondary education tuition and fees;
- Transportation pursuant to Option Enrollment;
- Copies of student files or records pursuant to Neb. Rev. Stat. 79-2,104;
- Reimbursement to the district for school district property lost or damaged by the student;
- Before-and-afterschool or prekindergarten services pursuant to Neb. Rev. Stat. 79-1104;
- Summer school or night school; if not otherwise prohibited by IDEA, ADA, or Section 504;
- Breakfast or lunch programs;
- Any other fee authorized by law.



#### **Section 4: Activity Admissions**

The district does charge admission for athletic contests and some musical or drama activities. Such admissions are subject to waiver for eligible students, except those contests hosted by Meridian, which are District NSAA authorized. Waiver of admissions is not applicable to any away activity not held on the premises of the Meridian Public School District.

#### **Section 5: Breakfast and Lunch**

The district administers a federally approved school breakfast and lunch program. The cost of student meals is established by the school district board of education and is reviewed annually.

#### **Section 6: Course Project Materials**

Course project materials will be provided by the district for projects identified as requisite for class credit. Materials cost for projects which are optional, student selected and not required for class credit will be at the expense of the student or his/her parent /guardian.

#### **Section 7: District Facilities and Equipment Use**

The district makes no charge to students for the use of district owned facilities/ equipment in conjunction with the Board of Education approved educational program.

#### **Section 8: Fee Waiver**

Any fee to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs when requested:

- Activity admissions locally;
- ACT Test Qualification;
- Musical instruments for participation in course offerings provided by the district;

Meals during the course of the school day (8:00 a.m. to 3:30 p.m.) if a cost-free alternative is not provided.

#### **Section 9: Meals During Activities**

The district will provide a meal in the form of a sack lunch when a field trip or activity shall span the normal lunch period. Meridian boosters prior to departure for a sports contest may provide a snack to athletes. Students will assume costs for any post-contest meal, which shall be an optional meal and not required for activity participation. The school district will provide a per diem for meals when the activity shall require overnight stay, such as state playoff competition, or state tournament competition.

#### **Section 10: Musical Instruments & Band Uniforms**

Students shall not be required to furnish musical instruments for participation in elective instrumental music course offerings or activities attendant to such courses. The district, however, reserves the right to provide an instrument of district choice, either district owned or rented, to students who qualify by waiver. The district will provide issued uniforms for students who are participants in the senior high band.

#### **Section 11: Non-Instrumental Music Extracurricular Activities**

Students shall be required to furnish the following specialized equipment or attire for the following non-instrumental music activities: Cheerleading & Show Choir. Students electing to participate in these activities must understand that fund-raising will be utilized as a source of revenue and must, therefore, accept fund raising participation as a part of the activity. Specialized attire will become the property of the student upon purchase.

#### **Section 12: Non-Specialized Attire (Clothing)**

Students shall be required to furnish and wear non-specialized attire meeting district guidelines for the following: shoes and undergarments appropriate to any interscholastic sport which the district sponsors.

#### **Section 13: Organizational and Class Dues and Fees**

The district does not authorize class dues. Organizational dues are discouraged, but in lieu of dues, students who choose to be members of an organization also choose to participate in organizational fund-raising to remain a member in good standing. Fund raising is not required to retain class membership in good standing.

#### **Section 14: Other Items**

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and, therefore, not subject to waiver. Fines for overdue library books or fines for damage to school property are not fees and, therefore, not subject to waiver. The cost of graduation gowns, mortar boards and tassels, are costs paid from class funds, except those items retained by the class member as a memento.

#### **Section 15: Penalties**

Students who fail to pay overdue fines or fees may be subject to administrative penalties including, but not limited to, exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook, etc. Students shall not be denied a diploma, transcript, or credit for a course work not completed for failure to pay student fines or fees.

#### **Section 16: Personal or Consumable Items**

The district shall require students to furnish minor personal or consumable items for both elementary grades and secondary course offerings, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and like personal or consumable items. Elementary and secondary teachers may provide students with a listing of recommended items. Students will be required to provide appropriate, but non-specific, apparel for all physical education classes, to include shirt, shorts, and shoes. There may be modest fees for materials in art and vocational classes, but courses can be completed for credit without the application of fees.

#### **Section 17: Post-Secondary Education**

The district shall provide the textbook for any course offered by the district, which shall carry both high school and college credit. The district shall not provide the text, or cost thereof, for any course offered via distance learning which is college-credit only, and in no instance will the district pay the cost of tuition or college fees for courses which provide college credit.

#### **Section 18: Public Hearing**

On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, regulation, and student handbook inclusion, following a review of the amount of money collected from student pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee regulation shall be adopted by a majority vote of the School Board and published in the student handbook. The Board shall provide a copy of the student handbook to every student at no cost to the student. The student fee regulation and handbook inclusion shall include specific details as regard items required by law. In the event that the district shall choose to offer a service or materials for a fee which is not offered at the time that the original policy and regulation is adopted, or if the district choose to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other charge is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee regulation before any changes are adopted. If changes are made after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

#### **Section 19: Severability Clause**

If any section or part of this regulation is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

#### **Section 20: Student Record Copy Charges**

Copy charges will be applicable when students or former students request copies for personal use, not in conjunction with the educational program, or copies of student records are requested by outside agencies for purposes unrelated to the educational program.

#### **Section 21: Transportation**

No cost for transportation shall be assessed to any student for any curricular or extracurricular program or activity. Transportation charges may be assessed to parents of students who live outside the boundaries of the school district for regular route transportation as provided and allowed by state statutes.

#### **Section 22: Vending and Concessions**

School organizations operate vending machines and concessions for the purpose of generating organizational revenue. The purchase of any items from vending machines or concessions is optional and not subject to waiver.

# **Meridian Public School Laptop Policy**

The focus of the learning with laptops program at Meridian Public School is to prepare students for their future, a world of digital technology and information. In the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program.

Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Meridian Public School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

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### **1.0 Laptop Options**

1. MacBook Air
2. HP or Dell PC
3. Junior High - Chromebook

### **1.1 Laptop Accessories**

1. Laptop case
2. Power cord

### **2.0 Receiving Your Laptop**

Laptops will be distributed each fall during the first week of school. Parents & students must sign and return the Meridian Public Schools Insurance Plan form before the laptop can be issued to the student. The Meridian Public Schools Insurance Plan outlines three options for families to protect the Laptop investment for the school district. Please review the Meridian Public Schools Insurance Plan included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at MPS.

### **3.0 Taking Care of Your Laptop**

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology department as soon as possible.

### **3.1 General Precautions**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Meridian Public School District.
- **Laptops must never be left in a car or any unsupervised area.**

### **3.2 Carrying Laptops**

The protective cases provided with Laptops have sufficient padding to protect the Laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Carrying cases can hold other objects, but these must be kept to a minimum to avoid placing too much pressure and weight on the Laptop screen.

### **3.3 Screen Care**

The Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Laptop when it is closed.
- Do not place anything near the Laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

### **3.4 Using Your Laptop at School**

Laptops are intended for use at school each day. Students are responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. If students leave their laptop at home, they will receive an office referral and will be issued a loaner computer for the remainder of the school day. Repeat violations of this policy will result in disciplinary action.

### **3.5 Laptop Undergoing Repair**

Loaner laptops will be issued to students when they leave their laptops for repair with the technology coordinator.

### **3.6 Charging Your Laptop's Battery**

Laptops should be brought to school each day in a fully charged condition. Students must remember to charge their laptops each evening.

### **3.7 Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

## **4.0 Managing Your Files and Saving Your Work**

### **4.1 Saving Work**

Students and staff should save to the document to folder on Meridian Public Schools' network or the Google Drive associated with their Meridian email address. Items should not be saved to the Desktop, as their files are not backed up on the Desktop. Students will also be able to save to a personal flash drive.

### **4.2 Saving Appropriate Content**

The content saved on the network should be specific to education. The space on the laptop and the space provided by the Meridian Public School File Server and Google Drive are limited. Material deemed "unnecessary for education" that is saved to these locations will deteriorate school resources, complicate backups, and could slow down the school's network performance.

### **4.3 Saving Other Content**

Content unnecessary for education includes, but is not limited to media files not used for education such as .mp3, .wav, .wmf files saved to the network folder which are deemed unnecessary for education by Network Administration will be deleted and could result in disciplinary action for the student. These files should be stored on removable media. In the event of the laptop being re-imaged, students are responsible for their own data. It is recommended that students save any documents needed for education to the File Server, Google Drive, or to a flash drive. This will prevent the loss of data.

### **4.4 Saving Inappropriate Content**

Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material.

## **5.0 SOFTWARE on Laptops**

### **5.1 Originally Installed Software**

The software originally installed on the laptops must remain in usable condition and be easily accessible at all times. All laptops are supplied with the most up-to-date Microsoft Windows or Mac OS, Microsoft Office, and many other applications useful in an educational environment. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course.

### **5.2 Virus Protection**

The laptops have antivirus software installed on them. This software will scan the hard drive for known viruses. The virus software will be upgraded from the Internet. In addition to the anti-virus software, the laptops are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the laptops and infecting the network.

### **5.3 Additional Software**

Students are not allowed to install additional software on their laptops other than what is installed by Meridian Public School. Students are not allowed to launch software from any type of removable media or drive. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the technology coordinator.

### **5.4 Inspection**

Students may be selected at random to provide their laptop for inspection. Students may also be selected for inspection of their laptop if a staff member suspects that inappropriate material resides on the device.

### **5.5 Procedure for Re-loading Software**

If technical difficulties occur, it is the policy of the school to use the “15-minute” rule. If the problem cannot be fixed in 15 minutes, the Laptop will be re-imaged. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent on fixing all glitches that may arise. Re-imaging will restore the device to the state in which the user originally received it. All files stored on the server will be intact after the new image is deployed; however, all other data on the machine will not be. This is why it is important to be sure to save all appropriate files for education to the File Server, Google Drive and/or personal flash drive.

## **6.0 ACCEPTABLE USES**

### **6.1 General Guidelines**

The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students.

### **6.2 Privacy and Safety**

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **6.3 Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the Nebraska State Statutes, Meridian Public School Policy, may result in criminal prosecution or disciplinary action by the District.

### **6.4 E-mail**

Students in need of email for academic reasons will be allowed email access through an address assigned by the district.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- Meridian Public School e-mail is subject to inspection by the school.

### **6.5 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Meridian Public School Student Handbook may result in disciplinary action as outlined in the Meridian Public School Student Handbook. E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The administration and/or the Technology Committee will review all other questions.

### **6.6 YouTube**

Meridian Public School tries to utilize the latest technologies to support student-learning needs. To meet this goal, Meridian has decided to not use the YouTube education filter. This will allow students and teachers to access appropriate videos that would otherwise be blocked. The Meridian Internet filter will still be in place as well as the monitoring software.

## **7.0 PROTECTING & STORING YOUR LAPTOP**

### **7.1 Laptop Identification**

Student Laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Computer name
- Individual User account name and password

### **7.2 Storing Your Laptop**

When students are not monitoring laptops, they should be stored in their locker. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

### **7.3 Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals' Office or server room. Students will be asked to perform service to the school to get their laptop back.

## **8.0 REPAIRING OR REPLACING YOUR Laptop**

### **8.1 Computer Damage/Loss Cooperative Fund Application Form:**

Meridian Public Schools offers accidental damage or loss coverage 24 hours per day. The premium is \$25.00 per laptop per year with a \$250 deductible. Coverage is effective from the date this request form and premium payment is received by Meridian Public Schools through the date the laptop is requested to be returned in good order to Meridian Public Schools. A student is responsible for 100% of the damage if a student intentionally damages a Laptop.

### **8.2 Laptop TECHNICAL SUPPORT**

The Technology Coordinator coordinates the repair work for laptop. Services provided include the following:

1. Hardware maintenance and repairs
2. Password identification
3. User account support
4. Operating system or software configuration support
5. Application information
6. Re-imaging hard drives
7. Updates and software installations
8. Coordination of warranty repairs
9. Distribution of loaner laptop

## **9. Laptop FAQs**

- **Can I use the laptop computer and software throughout my career at Meridian Public School?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Meridian Public School. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

- **What if I want to bring my own laptop?**

As of now, you may not use your own device to school.

- **Can I have my laptop this summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again the first week of the following school year.

- **What about insurance against theft or breakage through carelessness?**

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Insurance options are outlined at the end of this document. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

- **Does Meridian Public School provide maintenance on my laptop computer?**

Yes. The Technology Department will coordinate maintenance for students.

- **What will I do without a computer in my classes if my laptop is being repaired or while I am replacing it if it is lost or stolen?**

Meridian stocks an adequate number of laptops that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

- **If I purchase software in addition to the available software provided through Meridian, will the Technology Coordinator load it for me?**

The Technology Committee and/or the administration will determine if the software will be loaded on the laptop.

- **Do I need a printer?**

You need not own one since printers are located near classrooms and in the library. Printing should be kept to a minimum.

- **How do I connect to the Internet at home?**

You may connect to the Internet using a cable Ethernet connection or wireless connection. Your connection will then run through the School's content filter before getting to the Internet.

- **Will there be facilities to back up the files I create on my Laptop?**

You will need to either back up your files to the File Server, Google Drive, or to a personal flash drive.

- **What if I want to add options to my Laptop later?**

Only the Meridian Public School District is authorized to add options and upgrades to your Laptop computer.

- **What has the school done to help prevent students from going to inappropriate sites?**

We have software that is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. This is in use whether the laptop is being used at home or school.

- **Are student laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?**

Inappropriate material on Laptops should be reported to the Classroom Teacher, Principal, or Technology Coordinator immediately upon identification. Students, who have "objectionable data" on their Laptop, but have failed or chosen not to report it, will be referred to the Principal's Office.

- **If the accessories to my Laptop are lost or stolen, how much will it cost to replace them?**

In the event that Laptop accessories are stolen, you should report the lost items to the Technology Coordinator or Principals' office.

The approximate cost to replace specific accessories is listed below:

- AC adapter & power cord: HP or Dell: abo. \$60
- Mac: abo. \$80
- Laptop carrying case: \$25.00

Lost or stolen items must be replaced with authorized parts, which are available through the Technology Coordinator.

### **10.0 Purpose**

The Meridian Public School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the district's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Meridian Public School District.

**Definition** – The Meridian Public School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, data files, email, optical media, digital images, and new technologies as they become available.



## **11.0 Insurance**

### **11.1 COVERAGE AND BENEFIT**

This agreement covers laptops and accessories loaned to students against all accidental damage or loss 24 hours per day during the 2022-2023 academic school year. Total value of the repair/loss will be determined after repairs are made. In no case shall the value be greater than the purchase price of the laptop. In the event of accidental damage or loss, the student is responsible for a deductible of \$250.

Meridian Public School will pay any additional costs. While the laptop is being fixed, the student will receive a loaner laptop to use in school.

A student is responsible for 100% of the damage if a student intentionally damages a laptop.

### **11.2 EFFECTIVE AND EXPIRATION DATES**

Coverage is effective from the date this request form and insurance payment is received by Meridian Public Schools through the date of requested return.

### **11.3 INSURANCE OPTIONS**

There are three options on this form. Parent/Guardian and student must sign the form and select one of the three options.

#### **Option 1**

The laptop will be insured by the Parent/Guardian's homeowner's insurance. Proof of insurance must be submitted along with this form before a laptop will be handed out.

#### **Option 2**

The laptop will be insured by the Meridian Public School Insurance Plan. The total insurance cost is \$25.00 per school year with a \$250 deductible. Partial semesters are not refundable. Insurance fee can be applied to purchase price if there have been no claims on the laptop and/or its accessories.

It is agreed and understood that:

- Meridian Public Schools will offer coverage to all students.
- Coverage is completely voluntary.
- A separate application will be needed for each computer covered.

#### **Option 3**

Parent/Guardian declines insurance or does not hand in signed form; parents assume responsibility for the lesser of the cost of repairs or the resale purchase price of the laptop

### **11.4 Laptop Resale**

Students will have the opportunity to purchase a laptop from Meridian Public School in May of their graduating year. The price of the laptop will depend on two things: the original purchase price and the age of the laptop.

## **12.0 Fee Addendum**

	<b>Apple</b>	<b>PC</b>	<b>Chromebook</b>
<b>Keyboard</b>	\$25	\$40	\$50
<b>Screen</b>	\$200	\$75	\$100
<b>Charger</b>	\$75	\$25	\$20
<b>Replacement Fee if \$25 Deposit is Paid in August</b>	\$250	\$250	\$250
<b>Replacement Fee if No Deposit is on File</b>	Full Replacement (cost up to \$2,000)	Full Replacement (cost up to \$2,000)	Full Replacement (cost up to \$500)

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## **Laptop Policy Handbook**

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# Meridian Public Schools

72380 560<sup>th</sup> Avenue  
P.O. Box 190  
Daykin, NE 68338

Phone: 402-446-7265  
Randall L. Kort, Superintendent

www.meridianmustangs.org  
Leslie Drees, Elementary Principal

Fax: 402-446-7246  
Alex Hull, Secondary Principal

**\*\*For all students in grades 7-12, this form must be completed and returned to the school before a laptop computer/chromebook will be checked out to your student.\*\***

Name of Student: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Please select one of the options below:

Option 1

\_\_\_\_\_ Yes, the laptop/chromebook will be covered by homeowner's insurance.

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Option 2

\_\_\_\_\_ Yes, I would like to participate in the insurance plan.

This plan involves a non-refundable \$25.00 enrollment fee with a deductible of \$250.00 per incident. (Turn in payment to Trish, and then submit this form with the receipt to the library/tech dept.)

\$25.00 Payment:     Check #: \_\_\_\_\_     Cash     Other: \_\_\_\_\_

Option 3

\_\_\_\_\_ No, I decline service at this time. I understand that I am responsible for 100% of any damage or loss to the loaned laptop. (Please note that laptop replacement can cost up to \$2000.00)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Note: Failure to return a signed form by the last day in August will result in Option 3.**



**Sharing Information with Other Programs/Waiver - Optional**

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.

**For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced-price meals.**

- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with School Activity Admission
- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with ACT Test Qualification
- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with Band Instrument / Other

**If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.**

Child’s Name: _____	School: _____
Child’s Name: _____	School: _____
Child’s Name: _____	School: _____
Child’s Name: _____	School: _____
Signature of Parent/Guardian: _____	Date: _____
Printed Name: _____	_____
Address: _____	_____

For more information, you may call Alex Hull at **402-446-7265** or email [ahull@meridianmustangs.org](mailto:ahull@meridianmustangs.org)

Return this form to: **September 1<sup>st</sup>, 2023**



**MERIDIAN PUBLIC SCHOOLS**  
**2023-2024 PARENT AND STUDENT CONSENT PAGE**

A. In accordance with Nebraska State Law Section 79-4, 176, paragraph (3) which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents...”and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco on school premises or during any school activities, parents or guardians are requested to sign and return the statement below.

**I acknowledge receipt of a copy of the Student/Parent Handbook.** I have had the opportunity to examine this handbook and understand its contents. I also understand that there are other board policies which govern school operations and that the handbook is not intended to be all-inclusive.

\*\*\*To access the Student/Parent Handbook, via the Internet, please go to meridianmustangs.org and click the Handbook Tab on top of the screen. If you cannot access the handbook, via the Internet, copies are available in the office.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B. I understand that the Meridian Public Schools, on occasion, **provides photographs and general information about student activities to the media for publication and that they also maintain a school website on the Internet.** No sensitive data, addresses, etc. are provided, while photos and general accomplishments may be published.

My signature below indicates that I give my permission for my son/daughter’s picture and general information to be published by the school in the media and/or on the school’s website.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note...This page (WHICH WILL BE KEPT ON FILE) MUST BE SIGNED BY AT LEAST ONE PARENT AND STUDENT & TURNED IN TO THE SPONSORING TEACHER.**





**Meridian Public Schools  
2023-2024**

**Parent Permission to use Standing Orders- Medications and Treatments**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

My child may receive the following medications as needed during the school day:

(Check all that are allowable) – Medications are given as directed on the label for age and weight.

\_\_\_ **Tylenol (Acetaminophen)** – Tablets 325 mg each – Dosage 2 tablets for 12 years old and older  
Liquid – Dosed according to age/weight for 11 years old and younger  
(*May be given every 4 hours as needed for headache, toothache, earache or other pain*)

\_\_\_ **Advil/Motrin (Ibuprofen)** – Tablets 200 mg each – Dosage 1-2 tablets for 12 years and older  
Liquid – Dosed according to age/width for 11 years old and younger  
(*May be given every 4 hours as needed for headache, toothache, earache, menstrual cramps, orthopedic injuries or other pain*)

\_\_\_ **Benadryl (Diphenhydramine)** – Liquid or tablets – dosed according to age and weight  
(*May be given every 6 hours as needed for allergic reactions*)

\_\_\_ **Tums** – Dosage 1 -2 tablets every 4 hours as needed  
(*May be given for indigestion, upset stomach, nausea or bloating*)

\_\_\_ **Cough Drops** – 1 lozenge every 2 hours as needed *for cough, irritation, pain, sore mouth or sore throat.*

\_\_\_ **Bacitracin/Triple Antibiotic/Burn Cream** – as needed *for superficial wounds/abrasions to prevent infection.*

\_\_\_ **Hydrocortisone Cream or Benadryl (Diphenhydramine) Cream/spray** to affected area every 2 hours as needed *for itching.*

\_\_\_ **Artificial Tears** – 1-2 drops per eye *for redness or itching related to allergies or dry eyes.*

\_\_\_ **Barrier Creams, lotions or other skin protectants** – Examples–Vaseline, Aquaphor, Lip Balms

◇ I understand a new form needs to be filled out and signed for each school year.

◇ I understand that my child will only be able to receive these medications subject to the availability of the school nurse or other medication - qualified staff member.

◇ I understand that First Aid and care for illness and accidents will be provided.

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

I would like to be notified of the time my child receives these medications at school.

\_\_\_ Yes, by phone # \_\_\_\_\_

\_\_\_ Yes, by email at \_\_\_\_\_