

# Student / Parent K-6 Elementary Handbook



The elementary handbook is published every three years unless deemed necessary to do so earlier by the administration.

This publication is for:

**Year 2018-2019**

Year 2019-2020

Year 2020-2021

Notification of any changes of this handbook will be made in a written form at the first of the school year.

# **Meridian Public School**

72380 560 Avenue  
Box 190  
Daykin, NE 68338

## **Mission Statement**

We will **educate** all students in a safe, nurturing environment, challenging them to develop their talents and learning capabilities to become responsible and productive citizens.

## **Belief Statement**

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



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## Welcome to Meridian Public Schools

Welcome to Meridian Public Schools, **HOME OF THE MUSTANGS!** Whether you are new or continuing student at Meridian, it is hoped that the information in this handbook will help guide you through a successful school year in 2018-19.

The faculty and support staff is 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 at **402-446-7265**. 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.

*Mr. Harold Scott, Principal*

### Administration

Randall Kort	Superintendent
Harold Scott	Principal

### Junior-Senior High

Jacob Baber	Special Education
Sondra Backstrom	Family & Cons. Science
Patience Buck	Music Education
Amanda Hanzlik	Middle School/W. Geog
Lisa Hermsmeier	PreK-12 Guidance
Lorrie Hofstetter	Science
Clint Jones	Physical Education
Chris Placek	Art/Enrichment
Mary Nieves Ruiz Garcia	Spanish
Chris Schropfer	School Librarian
Terry Smith	Industrial Technology
Kathy Soukup	Business
Takota Thiem	English
Lawrence VanderSchaaf	Social Studies
Amy Weber	Math
Sarah Wollenburg	Agriculture

### Elementary

Hanna Borgmann	3 <sup>rd</sup> Grade
Echoe Davis	4 <sup>th</sup> Grade
Leslie Drees	PreK-6 Vocal, General Music
ReNee Henry	Special Education
Robbin Hergott	2 <sup>nd</sup> Grade
Trevor Hoins	5 <sup>th</sup> Grade
Nancy Paul	Preschool
Shana Rickstrew	Title
Natalie Meyer	Kindergarten
Shawn Pohlmann	6 <sup>th</sup> Grade
Michelle Weyer	1 <sup>st</sup> Grade

### ESU #5

Kristin Banahan	Speech
Damien Bertwell	Technology
Staci Hergott	School Nurse
Justin Johnson	Occupational Therapy
Lisa Richardson	Hearing

### Aides/Secretaries

Michelle Baxa	SPED Para
Miranda Baxa	Elementary Para
Shannon Burkhardt	Elementary Para
Trish Endorf	District Secretary
Judy Grummert	Elementary Secretary
Kathy Houser	High School Secretary
Cynthia Kerwood	Elementary Para
Lori Pohlmann	SPED Para

### Cooks/Custodian

Elaine Bartels	Head Cook
Mike Hofstetter	Head Custodian
Shari Bachle	Kitchen
Tami Dittmer	Kitchen
Kenny Falck	Custodian

### Bus Drivers

Tonya Griffin
Janelle Heiserman
Charles Houser
Elizabeth Noel
Allen Lintz

### Routes

Fairbury
Alexandria/Gilead
Daykin/Western
Tobias/Ohiowa
Substitute

### Other Coaches

Deanna Brakhage	Cheerleader/Dance
Robert Schropfer	Girls Basketball
Jack Sobotka	Junior High Basketball
Robert VanWesten	Volleyball

### Meridian Board of Education

President	Jay VanWesten
Vice President	Todd Vorderstrasse
Secretary	Jason Bartels
Treasurer	Scott Sobotka
Member	Larry Miller
Member	Rene' Scheer

## **GENERAL INFORMATION**

### **LOYALTY - AN AMERICAN'S CREED**

**I believe in the United States of America** as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nations of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and their fortunes.

I therefore believe it is my duty to my country to love it; support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

### **LOYALTY - SALUTE TO THE AMERICAN FLAG**

(Facing the flag with your right hand over your heart)

*"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God; indivisible, with liberty and justice for all."*

### **LOYALTY - YOUR SCHOOL**

**You should always bear in mind that this is your school.** It is your duty to conduct yourself both in and out of school in such a manner as to always be a credit to your school.

**Always boost your school - never knock it.** If things are not going to suit you, talk it over with your teacher, your Student Council, your principal, or your superintendent.

A levelheaded discussion of the problem will accomplish more than grumbling and complaining. Contribute everything you can for the betterment of your school. The more you put into your school, the more you can get out of it. ***Be proud of your school and do everything you can to make people proud of it, too.***

### **LOYALTY - YOU**

**Remember the school is for you,** and that the members of the faculty will assist you in every way possible. Therefore, do not hesitate to ask questions if you find yourself undecided as to what is expected of you, or if you have a personal problem. The teachers, principal, counselor or superintendent will be willing to discuss any problems with you.

## LOCATION OF OFFICE

**The Superintendent's Office** is located just inside the main doors of the school, on the north end of the Commons Area. **The elementary office** is located just inside the north doors of the school to the left.

**VISITORS TO THE SCHOOL ARE WELCOME AT ANY TIME.** UPON ENTERING THE BUILDING, HOWEVER, ANYONE VISITING THE SCHOOL FOR ANY PURPOSE MUST REPORT TO THE SUPERINTENDENT'S OFFICE OR ELEMENTARY OFFICE. IT IS IMPORTANT THAT WE KNOW WHO IS IN THE BUILDING AT ALL TIMES FOR THE SECURITY AND SAFETY OF OUR STUDENTS.

## BIRTH CERTIFICATE I IMMUNIZATION 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. This information must be turned in to the Elementary Office within thirty days of enrolling. A new student must also present his/her immunization record prior to enrollment.

## INCLEMENT WEATHER

In case of bad weather, school will be held only if the school buses can safely pick up and deliver students. **SCHOOL CLOSING INFORMATION:** The following news media will be sources of information for school closings due to inclement weather. This will be done at approximately 6:30 a.m. Monday through Friday and if possible at 10:30 p.m. on Sunday through Thursday.

**KOLN/KGIN**-Channel 10 in Lincoln

**KLKM-TV**-Channel 8 in Lincoln

**KHAS-TV**-Channel 5 in Hastings

**KFAB-Radio Station 1110 AM**-Omaha

**KWBE-Radio Station 1450 AM**-Beatrice

**KGMT-Radio Station 1310 AM**-Fairbury

and through the **School Messenger** automated telephone-messaging program.

**Before school starts:** Notice will be made as early as possible. Every effort will be made to notify you 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 the matter and will certainly not question your decision to do so.

## **INSURANCE**

Insurance to cover most injuries at school is available to all students. If you wish to take the insurance, make certain that the necessary forms and payment are returned to school by the prescribed date. The school DOES NOT PROVIDE COVERAGE FOR INJURY BY ACCIDENT.

## **LOST AND FOUND ARTICLES**

It should be thoroughly understood by all patrons and students that the pupil is responsible for his/her own property, and that the school cannot assume responsibility for the loss or breakage of personal property. However, every effort will be made to assist pupils to locate or recover personal property, which has been lost. All lost items should be reported to a teacher or administrator as soon as possible.

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. The principal at the close of each semester will dispose of lost articles not claimed throughout the school year.

Students who bring **MONEY OR OTHER VALUABLES TO SCHOOL ARE URGED TO LEAVE THE MONEY/VALUABLES WITH SCHOOL PERSONNEL UNTIL NEEDED OR THE CLOSE OF THE SCHOOL DAY.**

## **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, veterans status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency administered programs and all related publications.

## **SICKNESS, HEALTH**

**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.

When a student **becomes ill at school**, he/she should report to the office. If a student is ill enough to spend one hour or more in the office, that student will be sent home if possible. Note: If we cannot locate anyone to pick up your child at the end of this time, your child will be counted as absent from the classroom. No student should leave the building without first checking with the principal, superintendent, or elementary office. Permission from the student's parent/guardian or one of the contact persons listed by the parents on the student information form will be the only way a student may leave.



**Students should be fever free for 24 hours and not have vomited for 24 hours before being sent to school.**

Students who are excused from Physical Education may not be allowed to participate in outside recess, and students who are not able to go out for recess may be excluded from Physical Education. A teacher may exclude any student from recess or Physical Education if the teacher believes the student is not physically well enough to participate.

### **SUPPLIES NEEDED**

Each student must have a pair of tennis shoes for physical education. These shoes must be clean, free of gravel, and must not have dark soles.

Classroom supplies recommended are: **Grades K-6** - pencils (10-12 needed throughout the year - no mechanical (punchy) pencils!! Yellow #2 are the best.), erasers, colors (24-48 count), 2 boxes of Kleenex, scissors, inexpensive book bag, PE shoes, glue sticks, notebooks. Other supplies for various class rooms may be recommended to include: plastic storage box (shoe box size) or pencil box, colored pencils, Crayola markers, pocket folders, paint shirt, inexpensive calculator, protractor, compass, student notebook planner.

## **STUDENT PROCEDURES**

### **BREAKFAST / LUNCH / MILK BREAK**

School breakfast and noon lunches are available and students are encouraged to eat them. A noon sack lunch may be brought, but students may not leave the campus for lunch. The lunch period is 30 minutes in length. 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.

Students are encouraged to try all foods they choose on their tray. A five (5) component lunch menu is served daily. Students may choose three of these five food components to meet qualification. This is called "*Offer vs Serve*." DO NOT waste food. Take only what you are going to eat. Students who bring sack lunches are encouraged not to bring candy or pop in their sack lunch.

A milk break consisting of a carton of milk is available to each elementary student mid-afternoon. The school district does not participate in the federal free/reduced special milk program.

**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 to the **Meridian Hot Lunch Program.****

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. 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. 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; or (3) **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provider.

### **DRESS CODE**

Student dress should be appropriate for the school setting. 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.

Inappropriate attire may not be worn to school, such as tank tops, halter tops, miniskirts, and short shorts. ***Flip flops and platform shoes are prohibited for reasons of student safety.*** Students may not wear clothing with vulgar illustrations or phrases, or advertising of alcohol, drugs, or tobacco. Hats or caps are not to be worn in the building. For safety purposes, dangle earrings may not be worn. The teacher or the administration has the right to order the correction of any dress he/she may deem inappropriate for school wear. The parent will be notified to provide a change of clothing. If the parent is unable or unwilling, the student may receive a one day suspension from school as a consequence.

### **FIRE DRILLS AND TORNADO DRILLS**

State law requires that fire drills be conducted throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of fire. Students need to follow instructions from their teacher/s. Emergency procedures will be posted in individual rooms. At least one tornado drill will be conducted each year. The students should go to the designated area and remain there until dismissed by the teacher/staff.

### **GUIDANCE**

The guidance 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 guidance program:

#### **1. Curriculum**

Lessons are developed for students in K-12 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.

**GUM AND CANDY**

Gum chewing, eating of candy, and drinking of pop is not allowed during the school day unless expressly permitted by the classroom teacher as a reward. Candy, gum, or soft drinks obtained at school may not be consumed on the bus. Students may take unopened candy or pop home on the bus. Failure to obtain cooperation in this area from students will result in the total elimination of candy, gum, and pop for elementary students.

**LIBRARY**

The library will be available to all elementary students. The librarian and/or teacher will designate the time and place for returning all materials checked out of the library. Students losing books or library materials will be responsible for the replacement cost of the lost item.

**LOCKERS - ELEMENTARY**

No stickers, tape or other sticky substances may be attached to elementary lockers.

**MEDICATION**

Designated school personnel have been trained to administer prescriptive or non-prescriptive medications. Prescriptive medications must be provided in a currently dated container, which specifies the exact time, dosage, and duration for the medication.

"Over-the-counter" medications may be administered with a note from a parent/guardian, which specifies the time, dosage, and specific duration that the medication is to be given. As matters currently stand, students are not allowed to have non-prescriptive cough drops in school and school personnel will not administer such cough drops. A sample parent permission form for prescriptive and non-prescriptive medications is included at the back of this handbook.

**MOVING ABOUT THE BUILDING**

Courteous behavior will be expected at all times on school premises. Behavior problems most frequently occur when students are passing to and from recess, to their classroom, and/or to and from the lunchroom. Running, shoving, hitting, etc. will be grounds for disciplinary action. We emphasize the importance of keeping one's hand to oneself.

## **PLAY / RECESS**

Supervision is provided by teachers and a paraprofessional each recess. Students must abide by playground rules set up by the elementary faculty. Copies of the rules are posted in the elementary section of the building. No student will be excused from outdoor play unless a note is brought from the parents or doctor. If a child is to be excused from outdoor play for three or more consecutive days, a doctor's note explaining the nature of the illness may be required.

Boots must be worn when there is snow on the ground or the student must remain on the walks. These boots cannot be worn inside the school during the day. We recommend no high heels or clogs for play. Generally, students will go out to play if the temperature is +20 F or above. If the teacher determines there is apparent danger to the health due to the temperature and wind, students will play inside. **Please dress your child for outside play.** Students must have enclosed shoes. Tennis shoes are encouraged. Flip flops and platform shoes are prohibited for reasons of student safety.

## **SCHOOL DAY**

The regular school day begins at 8:10 a.m. and ends at 3:42 p.m. (3:12 on Fridays). Pupils are expected to arrive on time and leave promptly after dismissal.

Pupils do not report to their classrooms until 8:00 a.m. Buses are scheduled to arrive at this time, but may arrive earlier. We will, therefore, admit students to the building upon arrival, and all students who enter the building will report to the commons. Students are not to remain after 3:45 p.m. unless they have permission to work under the supervision of a teacher. Students wanting to stay for an after school activity, must have a note in advance that identifies who will provide the adult supervision for the child.

## **SNOWBALLING**

Snowballing is not allowed on or around the school grounds.

## **TELEPHONE CALLS**

**In Calls:** Office personnel will always cooperate with parents or 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. Messages will be taken and delivered to the pupil. Students will not be called to the telephone unless it is an emergency.

**Out Calls:** Student use of the phone to call out during the school day will be strongly discouraged. Student use of the phone to call home, etc. will be allowed only by permission of the principal, teacher, or office clerical personnel.

## TEXTBOOKS

Textbooks will be issued to the pupils by the classroom teacher. 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 the book will be made in the teacher record when it is issued.

## SCHOOL RIGHTS AND RESPONSIBILITY/DISCIPLINE

### DISCIPLINE

Students are expected to conduct themselves in a respectable manner, be considerate of other's rights, and make the best use of opportunities available to them.

**Permission to remain in class is based on good behavior.** Attendance may end if the pupil shows unwillingness to observe the regulations of the particular class or shows lack of cooperation. Teachers may keep students in at recess or after school for disciplinary reasons. The teacher will contact the parent if a student is to stay after school. A student who refuses to follow directions by any certified or non-certified staff member will be disciplined according to the following:

1. The parent will be called and required to spend the remainder of the day with the student.
2. If the parent is unwilling or unable to stay for the remainder of the day with the student, the student will be suspended for three days.
3. **If the parent cannot be contacted, local law enforcement will be called for the purpose of removing the student from school.** If a student must be removed from school, every effort will be made to contact the parent or near relative. If arrangements cannot be made with family to supervise the student, the student may be handed over to law enforcement custody until a family member is contacted.

### BULLYING

It is the 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. **Bullying** is defined as using one's size, intelligence, position, or other advantage to injure another. **Bullying** and harassment is a deplorable offense. **Bullying** is the act of a person who is stronger or in a position of advantage injuring a weak person or one who is at a disadvantage. 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.

The policy prohibiting “**bullying**” and other actions of harassment is in effect while students are on school grounds, other school district property, while on school-owned and/or school operated transportation, and while attending in any school sponsored activities such as class field trips or any other school related activity.

Common school incidents that are considered “**bullying**” or harassing would include:

- Causing verbal, written, or physical harassment or abuse. (Ex: making cutting remarks about personal features, choice of dress, inappropriate writings on bathroom walls, or shoving someone)
- Making remarks of a demeaning nature. (Ex: “You idiot” or “You’re sure stupid”)
- Making implied or explicit threats concerning one’s grades, achievements, awards, etc.
- Using demeaning jokes, stories, or activities directed at an individual.
- Taking, defacing, or ruining personal property. (Ex: writing on notebooks, messing with someone’s locker and contents or book bags)

It is **EVERYONE’S RESPONSIBILITY** to help make and maintain the kind of positive school environment in Meridian Schools, free from any type of bullying or harassment!

### **FIREARMS / WEAPONS**

The possession of a firearm by a student on school premises violates federal law, and federal law requires a one-year expulsion from school as a consequence for such violation. The administration will enforce both state and federal statutes as they relate to the possession of firearms or explosives by students.

Any student possessing any object / item which may be employed as a weapon on school premises risks suspension or expulsion. The administration will review the possession of such object / item with regard to the use of the item or intent of the student in possessing such item prior to administering appropriate discipline. Many ordinary objects may be employed as a weapon, therefore, the intent of the student must be considered. As a rule, any type of knife, no matter how small, is prohibited.

### **GAMBLING**

Any form of gambling is prohibited at school functions or on school property.

### **PERSONAL POSSESSIONS**

Students are discouraged from bringing personal possessions such as toys and radios to school. If these items are brought to school, the school is not liable if they are stolen or broken. Teachers may confiscate any personal items if the items are creating a disturbance. At the discretion of the teacher, the items confiscated may be returned to the student at the end of the school year.

### **SCHOOL PROPERTY**

Although the physical features of any school do not determine its effectiveness, attractive surroundings do contribute to the well-being and happiness of students. It is the responsibility of each student to take pride and take care of the facility, the grounds, and all school property. Students will be liable for the cost of any repairs or replacement of school property willfully damaged.

## **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**

**A) 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.

**B) 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.

**C) 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.

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

## **SUSPENSION AND EXPULSION**

Following is a summary of the procedure to be used in the suspension and/or expulsion of students from the 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 might 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.

## **USE OR POSSESSION OF TOBACCO, ALCOHOL OR DRUGS (INCLUDING E-CIGARETTES AND VAPOR DEVICES)**

Use or possession of tobacco, drugs, or alcohol (including cigarettes and vapor devices) on school premises is illegal. Use or possession of any illegal substance will result in discipline with parent involvement. Punishment for first offense will be not less than a three-day suspension and any subsequent offense may result in expulsion.

## **ATTENDANCE/TARDY/TRUANCY**

### **ATTENDANCE**

The Nebraska School Laws require regular school for all pupils of school age for the entire time each year that school is in session. 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 welfare of the pupils if they will not ask to have them excused except in cases of extreme emergency. Hair appointments, shopping trips, and the like should be scheduled outside of school hours. After school, Saturdays, and vacation periods should be used for these purposes. No pupil should expect to earn a passing grade that has been absent an unreasonable number of days.

Any student absent more than **SEVEN DAYS** in one semester may be denied credit for the semester. A team consisting of the guidance counselor, the principal, and the superintendent will make the determination if credit is to be given. When a student is ill and absent from school for the day, he/she should NOT attend any school activity as a participating spectator that night. We expect students to be in school every day that school is in session.



## **EARLY DISMISSALS / AFTER SCHOOL**

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. Teachers and staff will not be responsible for students staying after 4:00 p.m. unless arrangements have been made with a teacher or staff member.

## **LEAVING SCHOOL WHILE IN SESSION**

No student is to leave school during the day without checking out through the ELEMENTARY OFFICE or the SUPERINTENDENTS OFFICE. Students, who leave without obtaining the necessary permission, may be considered as unexcused and will be subject to the disciplinary actions associated with unexcused absences. Students who become ill during the school day must report to the Office. If necessary, school personnel will assist the student in making the necessary arrangements to return home.

## **MAKE-UP WORK MISSED**

Any pupil proposing to be absent from school for any cause known in advance is to have all work completed before being absent. Students who are absent because of illness are allowed to make up their work, when feasible, after they return. Two days are generally allowed for every day absent, but the teacher may use his/her discretion on the time allowed to make up work missed. Teachers may keep students in for recesses or after school in order to complete make-up work. The teacher will contact the parent if the student is to stay after school. It is the student's responsibility to get the missed assignments from the teacher, get the work made up, and turned in. Lost assignments and / or materials and make-up slips are also the student's responsibility.

## **UNEXCUSED ABSENCE**

Absence without sufficient reason, with or without the parent's / guardian's consent, is not excusable and will jeopardize the pupil's school privileges.

The following absences will be excused: illness, doctor appointments, hospitalization, work at home, participation in the State Fair and Ak-Sar-Ben, going on trips with parents, and going to state sponsored activities. Any activity other than the above will be unexcused unless cleared by the superintendent.

Classroom work missed because of an unexcused absence is to be completed, but the student will receive a grade of one-half of his / her actual grade. For example, a student who receives a 94% on a test, which was missed because of an unexcused absence, will receive a grade in the gradebook of 47%.

## VERIFICATION OF ABSENCE

A pupil 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 because of a contagious illness such as chickenpox, etc. may be required to present a doctor's permit to be allowed back in school. The school nurse may also grant permission for the student to return to school. The reason for this rule is to protect the entire school against the spreading of disease.

Parents / guardians are asked to call the school by 8:30 a.m. each morning to inform the school of a student's absence. Parents / guardians are asked to submit a written excuse for all absences. If an excuse is not received within two school days, the absence will be considered unexcused. Written excuses from the parent must be specific in regard to the reason for the absence. Notes that are generic (ie: "Johnny was absent yesterday. Please excuse.") will be considered unexcused.

Additionally, students are encouraged to bring documentation from appointments such as doctors. This documentation could be very useful to the student if the student exceeds his / her allowed absences.

## TARDY

It is important that students be prompt in their attendance. Tardy arrival is detrimental to the student and the rest of the class. Information provided to students must be repeated and the class is interrupted in the activity in which they are engaged.

As all elementary students must be transported to school by bus or private vehicle, tardiness cannot usually be attributed to the student. A record of tardiness is maintained by each homeroom teacher. In the event that tardiness becomes habitual, the parent or guardian of the student will be contacted.

## TRUANCY

Jefferson County (which is a part of Meridian School district) is in partnership with Seward County truancy program.

The Meridian school has been informed and will comply that after 10 days we will notify the parents, and shortly thereafter, refer your child's name to them along with reasons they have been absent or a.m. tardies. **This is why a note from the doctor, hospital, therapy, etc. is very important.**

**The following paragraph is information the truancy officer sent to us to help with the process and to reassure you as parents.**

"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 their learning experience and helps mold them into independent, responsible, prompt young men and women.

Therefore, as a forewarning, the school will notify the parent at or close to **five (5) or more absent days per quarter** or as soon as they have **10 days total absences per school year**. Please call the school if you have any concerns on your child’s attendance at 402-446-7265 ext. 3 and talk to Mr. Scott, Ms. Hermsmeier, Kathy Houser, or Judy Grummert. Please remember to contact the school by 8:30 a.m. each morning to inform the school of a student’s absence and explain the reason why the student is absent from school. **Students are asked to bring documentation from appointments such as doctors, dentists, therapists, eye doctor, hospitalization, etc. This is very important as they have asked us to send a doctor notice or any documentation along with the attendance referral.**

## **ACADEMIC INFORMATION**

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are 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's grades will decrease considerably just prior to the end of the grading period. If that is the case, parents may not receive a report previous to the report card. Students failing will be notified personally by his/her teacher in whose class he / she is failing. **Parent-Teacher Conferences** are held during the first and third quarters. A conference time schedule will be sent home before the conferences.

The Meridian elementary grading system is as follows:

Grades K-2	S+	Outstanding
	S	Satisfactory
	S-	Below Average
	I	Improvement Needed

The scale indicated above will be used for all subjects in the primary grades.

Grades 3-6	A	93-100
	B	85-92
	C	77-84
	D	70-76
	F	0-69

Grades of S+, S, S-, and I will be assigned for Art, Handwriting, Vocal Music, and Physical Education unless the teacher has graded otherwise.

Teachers may include additional information in grade reports, which will add to the parent's understanding of student progress. Students who are special education identified may have a modified grade scale and may not be held accountable for the same volume of work required of their peers. A grade of "C", for example, for a special education student, will not indicate that the student is doing the same quality or quantity of work that is required of a non-identified student. The grade will reflect progress by the student relative to the IEP (Individual Education Plan). A notation will be made so parents are aware of the grading system used.

### **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, venereal disease, and AIDS. These important topics are presented with great sensitivity to the students' age and maturity levels. Parents are encouraged to contact the teacher if they have any questions concerning the presentation of these topics.

### **INCOMPLETES AND CONDITIONALS**

Incompletes will be given when a pupil's work for that term is not complete because of excused absences. The student will be given two days for every day missed (unless the teacher states otherwise) to complete the missed work.

A conditional grade 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 well during the second semester so as to warrant the granting of credit for the first semester. Until such time as a conditional is removed, it shall have all the force and effect of a failure.

### **NEBRASKA STATE STANDARDS & ASSESSMENT**

The Meridian Elementary 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 Elementary School utilizes the Nebraska Student-Centered Assessment System (NSCAS), NWEA Maps, and other appropriate assessments to assess its students.

### **SCHOOL WORK**

Teachers are encouraged to grade papers and return them to students promptly. Students should be taking papers home. If this is not occurring, the parent is encouraged to contact the teacher.

### **ADDITIONAL HELP**

If a student is having difficulty in Reading and / or Math, his/her parents will be contacted to discuss the problem. Those students who have continual difficulties may be placed with Title I assistance until the child catches up.

## **ACTIVITIES**

### **ELIGIBILITY RULES FOR ELEMENTARY TRACK MEET**

At the end of the school year, we have an elementary track meet for all grades. To be eligible for the track meet, all students will be required to have their work completed to the satisfaction of their home room teacher.

### **FIELD TRIPS**

Field trips will be taken when such a trip will benefit the students educationally. These trips will be suggested by the teachers and approved by the superintendent.

### **HOME ACTIVITIES / SPORTS GAMES**

Students must receive permission from the ticket taker 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.

All students should be in the gym watching the event - not in the commons running around. Students in the commons after the event/game has begun will be asked to return to the gym or they will be taken to their parents. Students that participate in the basketball half-time activities are expected to sit and support their team and be ready to perform at half time.

### **MEDICAL RELEASE FORM**

Students must have a release form signed by both parents/guardians to be allowed to travel in school vehicles to school activities. The medical release allows for possible emergency medical treatment if necessary.

### **MUSIC PROGRAM**

A winter/Christmas music program and a spring music program are usually held with all grades participating. Sometimes minimal costuming is necessary.

### **SCHOOL PARTIES / PERSONAL PARTIES**

There are three parties held during the school year: Halloween, Christmas, and Valentine. Elementary faculty and administration must approve any other party.

A student who is going to have a personal party outside of the school day should not bring the invitations for the party to school unless the student is inviting the entire class. Inviting just a part of the class during school hours causes hard feelings for those not invited. Therefore, we recommend mailing invitations.

## NEW RULES

This handbook was written to cover many of the possible situations encountered at school, but additional rules may be formulated throughout the school year. The students will be told verbally about any rule changes and information stating these rules will be sent home to parents.

### HEALTH: HEAD LICE (PEDICULOSIS)

The Board of Education adopted a policy for dealing with students found with live head lice, nits, etc. The policy reads:

5141.4

*Students*

*Health: Head Lice (Pediculosis)*

*Students with head lice will be excluded from school until treated and determined to be NIT FREE. Students will be readmitted to school as soon as he/she is inspected by school personnel and determined to be NIT FREE.*

*The school nurse, building principal, or principal designate will make certain that the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling will include written instructions given to the parent/guardian by the school.*

**EVIDENCE OF TREATMENT SHALL INCLUDE:**

- *No visible signs of lice or nit (NIT FREE).*
- *Clean hair and scalp.*
- *The louse shampoo label returned to the school after treatment or a note from the physician stating the treatment used.*
- *A verified repeat treatment is needed 7-10 days following the initial treatment. A note to the school nurse, building principal, or principal designate signed by the parent/guardian verifying the follow-up treatment must be sent to the school within 7-10 day period described.*

*Student(s) will not utilize school bus or van transportation until proper inspection has been made by the afore-mentioned school personnel and student is determined to be louse and nit free. The parent/guardian shall bring the student to school following prescribed treatment for the purpose of readmission.*

**READMISSION:** *Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide and inspection by appropriate school personnel. Over-the-counter preparations from the following list (see below) may be used or parents may consult a physician for alternate treatment.*

*A-200 R & C Nix*

*RID Triple X Nix Creme Rinse*

**HEAD LICE (PEDICULOSIS) SCREENING:** *When lice or nits are found, upon consultation with the school principal, the designated employee may deem it advisable to send parental notification and advisement letters home and screen all students in close proximity to the affected students.*

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES:**

*If a family/student has three consecutive lice infestations within a six to ten week period, a report to the Nebraska Department of Health and Human Services will be made to assist the family in evaluating proper home procedures for the treatment of lice infestations.*

*End of policy 5141.4*

## TREATMENT

School personnel periodically check all students for head lice during the school year. If your child is infested with head lice, he/she will be excluded from school until he/she is properly treated. This is done to prevent the spread of lice.

Head lice is generally easily treated, but it is essential to treat the condition as soon as detected. Head lice is usually transmitted through close personal contact with another infested individual either through sharing personal items which have contact with the head, such as combs, brushes, hats, and coats, or through the co-mingling of these items at the homes of friends, church, school, or other public places. Lice cannot jump or fly. Uncleanliness is not a factor in transmitting lice.

Head lice are tiny insects, which move very quickly and are difficult to find. More likely you will find nits, the louse eggs, which are small, white, and oval in appearance. Head lice attach each nit to a hair shaft close to the scalp with a waterproof, cement-lice substance. Thus, nits cannot be washed or brushed out like dandruff or dirt. Carefully examine the entire scalp to find any nits.

### **Treatment should include:**

- Remove all your child's clothing and place him or her in a bathtub or shower stall.
- Apply head louse medication according to your physician's instructions or the label instructions provided by the drug manufacturer. Several medications are available in a drugstore without a prescription for head lice, such as Rid, A-200, Triple X. Kwell is a prescription medication. After treating, carefully comb through the hair with a fine tooth comb.
- Have your child put on clean clothing after the treatment.
- Repeat the treatment in seven to ten days to kill any undetected nits, which may have hatched after the treatment. THIS IS A VERY IMPORTANT STEP IN ERADICATING HEAD LICE.
- Examine all family members and close friends for head lice. Treat any infested family member/s and any person who shares a bed with the infested child, even if that person does not appear to have lice.

### **To avoid the infestation of others, these procedures need to be followed:**

- Heat kills lice and their eggs, so clean all personal clothing, bed clothes, bedding, etc. in hot water (130°F), in a hot dryer for at least 20 minutes, or by dry cleaning. Allow time between wash loads for the water heater to regain its full temperature. Washing brushes and combs in very hot water (130°F) will kill any lice; boiling is not necessary.
- Vacuum upholstered furniture, rugs, floors, coats, stuffed animals, car seats, etc., as live lice can live off the human body for 24 to 48 hours. Use lice control spray such as Li-BAN spray on objects that cannot easily be laundered or dry cleaned.
- Inspect family members daily for two weeks. If lice turn up, simply treat again. If you have any questions, contact your physician.

## **SCHOOL BUS SAFETY**

Obey the bus driver!

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

- Be at the school bus stop at least five (5) minutes early. The driver will wait a maximum of two (2) minutes at a stop.
- Wait quietly at the bus stop until the bus arrives.
- Don't be late! There are 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.

### **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.

### **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 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.

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

- Never put arms, legs, or other objects in the aisle.
- Help the bus driver. Keep the school 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 any kind of material within the bus or out of the bus is allowed.
- The aisle must be kept clear for safety.
- Do not bring animals of any kind on the bus.

### **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.

### **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 at all crossings. The bus driver will look both ways twice before crossing the tracks.
- 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 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, or 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.

**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.

**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 established bus route, the district may refuse the request.*

**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 have 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 parents have been contacted.

**FOR REPEAT (TWO OR MORE) BUS RIDING OFFENSES. THE ADMINISTRATION RESERVES THE RIGHT TO ASSIGN "SATURDAY SCHOOL" AS A DISCIPLINE ALTERNATIVE.**

**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.

**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.

## **STUDENT FEE AUTHORIZATION ACT**

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 extracurricular 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.

### **A. DEFINITIONS**

1) **Curricular programs and activities** means 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.

2) **Extracurricular activities** means 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.

3) **Postsecondary education costs** means 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.

### **B. 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;
- Postsecondary 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-after- school 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.

### **C. 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.

### **D. NONSPECIALIZED ATTIRE (CLOTHING)**

Students shall be required to furnish and wear nonspecialized attire meeting district guidelines for the following: 1) shoes appropriate to any interscholastic sport which the district sponsors, 2) undergarments appropriate to any interscholastic sport which the district sponsors.

### **E. 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.

### **F. 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.

### **G. NON-INSTRUMENTAL MUSIC EXTRACURRICULAR ACTIVITIES**

Students shall be required to furnish the following specialized equipment or attire for the following non-instrumental music activities. 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.

- Cheerleading
- Swing Choir
- Student Council

### **H. POSTSECONDARY 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.

## **I. TRANSPORTATION**

No cost for transportation shall be assessed to any student for any curricular or extra-curricular 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.

## **J. 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.

## **K. 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.

## **L. BREAKFAST / LUNCH PROGRAM**

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

## **M. 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 in which the cost will be deducted from their lunch ticket. A snack may be provided to athletes by Meridian boosters prior to departure for a sports contest. 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.

## **N. 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. Form for facility use is located on the website.

## **O. 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.

## **P. 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, excepting 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.

## **Q. 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, excepting those items retained by the class member as a memento.

## **R. 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 (via hard copy or electronic) 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.

## **S. 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;
- Musical instruments for participation in course offerings provided by the district;
- Meals during the course of the school day (8:00 a.m. to 3:42 p.m.) if a cost free alternative is not provided.

## **T. 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, with-holding 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.

## **U. 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 reaming portions.

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## Student / Parent K-6 Elementary Handbook

The elementary handbook is published every three years unless deemed necessary to do so earlier by the administration.

This publication is for:

Year 2018-2019

Year 2019-2020

Year 2020-2021

Notification of any changes of this handbook will be made in a written form at the first of the school year.



### SIGNATURE

Please tear out this sheet and send it to school with your child as soon as you have read this handbook with him/her.

I have read this handbook **with my child** and am aware of the Meridian elementary rules.

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

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

I have read this handbook **with my parents** and am aware of the Meridian elementary rules.

\_\_\_\_\_ Grade \_\_\_\_\_ Student Signature