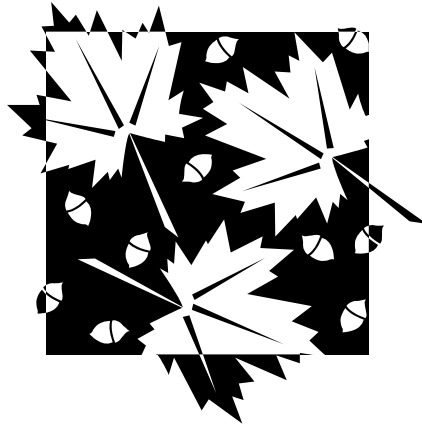


2006 – 2007 Meridian Park School Handbook

For Students and Families



Please read this Handbook carefully and through out. Fill out front cover and return to your child's teacher. Return only the front cover, the rest of the handbook should be kept at home.

Student Signature

Teacher Name

I have read this with my child:

Parent Signature and Date

Meridian Park Student Pledge

BE RESPONSIBLE AND PREPARED TO LEARN

I come to school on time.

I bring school supplies and materials to school every day.

I take part in classroom activities and stay on task.

I complete and turn in assignments on time.

DO YOUR BEST AND ALWAYS TRY

I always do my best.

I always try.

I ask for assistance when I need it.

I am kind to myself.

I maintain a positive attitude.

I learn from my mistakes, so it's OK to make them.

COOPERATE WITH OTHER PEOPLE

I am polite and treat all people with respect, consideration and kindness.

I value differences among all people.

I am flexible and handle change positively.

I work with others to solve conflicts in a positive way.

RESPECT THE RIGHTS, PROPERTY AND FEELINGS OF OTHERS

I listen while others talk.

I am honest.

I follow adult directions at school.

I take pride in my school and myself.

I use appropriate language.

I dress in a way that does not distract others from learning.

I do not take or mistreat the property of others.

MAINTAIN A SAFE ENVIRONMENT

I take care of school and personal property.

I treat people and materials in a safe way.

I am safe at recess by following the playground rules.

I follow the bus rules and the rules of the safety patrol and crossing guards.

I do not bring dangerous things to school.

I walk when I am lining up or in the building.



Meridian Park School

**17077 Meridian Avenue North
Shoreline, WA 98133**

**Office: (206) 361-4251
Absences: (206) 361-4252**

OT/PT: 206-361-4255

Early Childhood Secretary: 206-361-4250

**Head Start Secretary: 206-361-4250
(Head Start Program is housed at Ridgecrest)**

Library: 206-368-4125

Health Office: 206-368-4124



Dear Parents, Guardians, and Students,

Welcome to Meridian Park School. We would encourage you to carefully read this handbook as a family. You will find all kinds of information that is important to the day-to-day operation of the school and its policies and procedures. Our goal is to provide a smooth running school that emphasizes our commitment to academic excellence and the safety of the students.

We work as a team at Meridian Park, and we appreciate your participation as a member of the team. For our students, we encourage you to do your best and work cooperatively with your fellow students. You will receive from school as much as you put into it.

Schools are unique in that students not only have the opportunity to learn scholastic skills, but also to grow as they learn to interact and develop self-responsibility. Our guidelines are intended to promote positive behavior traits, establish clear expectations, and describe possible consequences for inappropriate behavior. It has been designed to help children identify a problem and develop positive and productive alternatives that are logical, promote self-responsibility, and have a high probability of helping a student meet with success in the future.

For parents, there are many opportunities for involvement at Meridian Park. You are the most important person in your child's life. We encourage you to become active members of our PTSA and follow your child's academic and social progress carefully and supportively, celebrating and rewarding their accomplishments, and helping them to learn through the difficult experiences and challenges that are part of growing up.

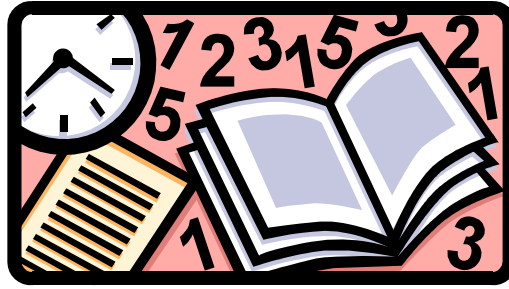
We want your student to be happy and successful at school, and we believe that as parents, you play a key role. The child's knowledge that parents are actively interested in and supportive of the school program almost always results in fewer problems and greater success. If problems arise, we will work together positively and consistently to help students find a solution.

Building self-responsibility is a team effort between students, staff and parents. All students will be discussing this material in class at school. You could best help your child by reviewing the materials and discussing it as a family. We need your support and look forward to working with you and your child.

If you have questions about Meridian Park School, we encourage you to call or visit. Since this is your school, we must work together to ensure a high quality program.



Flip Herndon
Principal



PROGRAMS:

Kindergarten to Grade Six: A comprehensive kindergarten through grade six program is provided for students who reside in the Meridian Park attendance area.

Early Childhood Education: The Early Childhood program provides an early intervention special education program for developmentally delayed three-to-five year olds. Children qualify for the program by having a delay in one or more of the following areas: cognitive, communication, gross motor, fine motor or social/emotional. Heterogeneous class grouping facilitates learning through peer interaction, modeling and cooperative learning. Parents, teachers and support staff work together to meet the individual needs of each child. Early Childhood may be reached at 206-361-4250. The number for Physical and Occupational Therapists is 206-361-4255.

Highly Capable: The Highly Capable program serves children in grades 2 through 6 who have demonstrated high performance capabilities in specific academic fields. Enrichment activities and accelerated curriculum is provided to meet the needs of these students

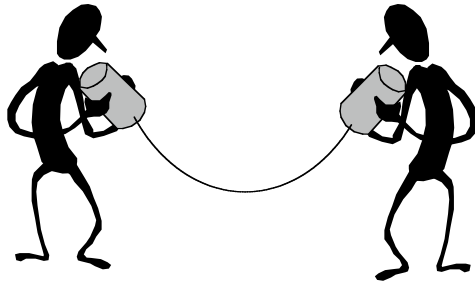
HOURS:

School hours for students in **All-Day Kindergarten** and **1st through 6th grade** are **9:10** a.m. – **3:30** p.m. **Morning Kindergarten** hours are **9:10** a.m. – **11:45** a.m. **Afternoon Kindergarten** hours are **12:55** p.m. – **3:30** p.m. The first bell rings at **9:05** a.m. Students should not use the playground immediately before or after school hours because there is no adult supervision. Afternoon dismissal is at **3:30** p.m. The office opens at 8:00 a.m. and closes at 4:00 p.m.

Students are not to arrive at school before **9:00** a.m. unless they are enrolled in a before school activity. They are to line up outside their classroom door (not in the hallways).

FAMILY INFORMATION:

It is the parent's responsibility to inform the school office of any changes in address, home or work telephone numbers, or emergency contacts during the school year.



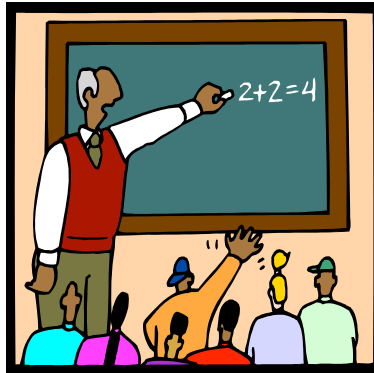
VISITING SCHOOL:

If a parent wishes to visit a class, please contact the teacher for the most appropriate time, since having visitors in a classroom can be distracting for students. Remember that teachers are engaged in teaching during this time and will not be able to confer with visitors. **We do not have visitors the first few weeks of school since it is important that teachers establish their classroom environment and routines during that time.** Parents are always welcome to email teachers. This is usually the fastest and most direct way to communicate. All email addresses can be found on the school website.

If you visit, be sure that you sign in at our office, then pick up and wear a **“Visitor” sticker** before you go to the classroom. Please remember to sign out prior to leaving. These procedures help us to maintain campus security for you and your children.

We do not encourage visits from students who are not enrolled at Meridian Park. We cannot accept responsibility for extra students who are friends or relatives.

Visitation by outside parties or parents who wish to learn about other programs we offer in the Shoreline School District is made through the principal's office.



ATTENDANCE

ABSENCES:

Laws of the State of Washington (RCW 28A.225) specify that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. **Missing school for any reason negatively impacts learning, achievement, and grades.** The attendance procedures at Meridian Park are designed to assist parents/guardians in carrying out this responsibility.

If your child is absent from school, it is your responsibility to inform the school. Please call the school office, 206-361-4252, and give the name of the child, teacher's name, your name, and reason for the absence. You will need to telephone each day that your child is absent.

With no **office** contact, students must bring a note from home upon returning to school stating dates missed and reason for absence. This must be done within 48 hours of returning for the absence to be counted as excused.

We do not have the facilities for sick children and can only hold them in the Health Office for a short time. Parents will be called to take the child home. (Therefore a student should not be sent to school with signs of illness.) We would appreciate knowing if a child is seriously ill and will be unable to attend for a period of time.

Students who are absent are expected to make up school assignments. Please make arrangements with the teacher for a timeline for doing make up assignments. If you are requesting assignments from the teacher for a child who is home ill, please call in the morning so that the teacher will have time to prepare the work which can be picked up in the office in the afternoon.

To leave a message after school hours regarding your child's absence, you may call our Meridian Park Absentee Hotline at: 206-361-4252. Examples of excused, unexcused, and excessive absences are listed below:

Excused Absences:

- Illness
- Doctor/Dentist appointment for student only
- Death in the family
- Religious observance
- Prearranged family trip (must be cleared with building administrator)
- Extreme family emergencies

Unexcused Absences:

- Oversleeping
- Babysitting
- Finishing homework
- Excursions - such as attending the fair, sporting events, movies, etc.
- Appointments for someone other than the student
- Missed bus

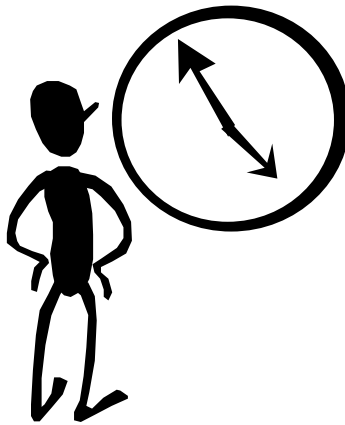
An excessive number of tardies and absences negatively affect a student's academic performance. Tardiness also interrupts classroom instruction and has an impact on all students in the class. Five tardies or absences (excused or two unexcused) in a marking period (one month) are considered excessive and may require notification and/or conference between the parent/guardian and building administration.

Late Arrivals:

It is important that any student arriving after 9:10 a.m. stop by the office to check-in and get a late admit ticket from the office before going to class.

Early Dismissal:

Please provide a notice in advance if your child will be picked up before the end of the school day. You will need to come to the Main Office to sign your child out and at that time he/she will be released from class. DO NOT pick your child up directly from the classroom.



BUS TRANSPORTATION:

Meridian Park School was designed to be a walking school. Transportation is provided for students in the Highly Capable, and Early Childhood programs since they include students from across the district. If you have a concern or need information, please contact the Shoreline School District Transportation Department directly at 206-361-4275. During the school year, if your child has your permission to ride the bus home with a friend, you must send a note to school indicating such and they will need to pick up a Bus Riding Permission Form from the main office.



STUDENT PICK UP/ DROPOFF:

If you will be driving your child(ren) to school, please drop them off in the front of the building in the area marked for drop-off / pick-up. Only buses will be allowed at the back of the building for drop-off and pick-up of students. **DO NOT park and leave your car to enter the building unless you are in a parking stall. DO NOT DOUBLE PARK.**

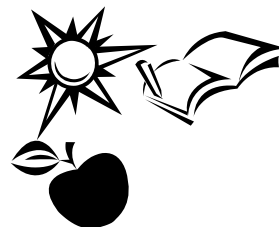


BICYCLE PERMIT:

Students in grades 4 through 6 may ride their bikes to and from school AFTER a Meridian Park Bike Permit form is completed and on file in the school office. Bicycle helmets are required. Bikes must be walked once they are on school grounds. Forms are available in the school office.



PARENT INFORMATION/COMMUNICATION:



Curriculum:

Textbooks and supplementary materials have been adopted as the approved curriculum for the Shoreline Elementary School Program in the areas of:

Reading, Language Arts, Spelling, Mathematics, Social Studies,
Science, and Health

A Curriculum Night is scheduled each September for parents. This is the best opportunity for you to receive information and ask questions related to the curriculum. This evening is for parents only, please do not bring your children.

Report Cards/Parent Conferences:

There are three reporting periods during the school year. Students are evaluated on both academic achievement and effort, and also on social behavior. A parent conference is a vital part of the first reporting period. These conferences will occur in **December**. Students will be dismissed at 11:50 a.m. on these days. Kindergarten conferences will be in the spring before break.

Since report cards are but one form of communication concerning student progress, teachers may issue interim reports, call parents, and send student work home on a regular basis. We encourage parents to contact the teacher if there is a concern about the student's progress. Please be sure to give the teacher some notice if you are requesting a conference. We cannot be sure that a teacher will be available to speak with a parent if a drop-in visit occurs. This is especially true in the morning before school.



Boomerang Folders:

Every Wednesday your child should bring home his/her clear plastic Boomerang folder with information from school. Please look over this information, sign the Boomerang form and return the form and folder to your child's teacher to be used the next week. Communication between school and home is vital.



Medication at School:

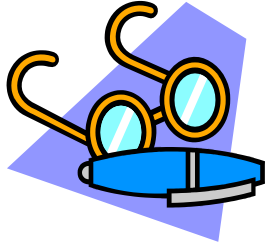
All medication, including over-the-counter medications, must be stored and dispensed by the school nurse. Students are not allowed to carry or keep medication in their classroom or locker. All medication, by prescription or over-the-counter require parent and doctor permission for it to be given at school. Please call the Health Office at 206-368-4124 with any specific questions; the form for permission to give medication can be found on the Meridian Park website: www.shorelineschools.org.

Field Trips:

Field Trip Permission slips will be sent home for you to fill-out and sign for each field trip your class takes. Please return the slips to your child's teacher as quickly as possible to ensure that your child is able to participate. We cannot allow a student to attend any field trip with out written parent permission.

Lost and Found:

Articles of clothing found on school grounds are brought to the “Lost and Found” table located near the cafeteria. Small items are sent to the office. Parents are welcome to check the lost and found anytime. Unclaimed items are sent to a charitable organization, at the end of each month, for distribution to those in need. Please be sure to clearly mark all of the items that your child will be bringing to school: this is the best way of ensuring their return.



Library:

Each class is scheduled for library time during the week. During this time, students learn library skills, literature appreciation, and book care. This is also the time for your child to check out a library book. Books may be checked out for two weeks.

In the event that a book is lost, stolen, or damaged beyond repair, you will be charged a replacement cost for the book. Payment may be made in the form of cash or check made payable to Meridian Park School.

It is also school policy to hold the report cards/yearbooks of students with an outstanding fine (for Library or classroom books) at the end of the school year and/or withhold special school events at the end of the year (i.e. Field Day). This policy applies to unreturned books where the replacement cost has not been paid.



Lunches:

A nutritious and well-balanced hot lunch, including milk is served every day at a cost of \$2.00. Milk can be purchased separately for \$.45. Each student will have their own personal lunch account and may deposit any amount of money into their account throughout the school year. Checks should be made payable to: Shoreline School District / MP. Cafeteria staff will assist students in accessing their account. Lunch menus are sent home monthly, and there are extra copies in the office.

An application for the Free and Reduced-Price Lunch Program is enclosed in this packet. Please return the completed application to the school office. It will take approximately two weeks for your application to be processed so please plan to provide lunch for your child(ren) during this time. You may hand deliver the completed form to the office of Food Services and it will be processed while you wait.

If your child(ren) qualified last year for the Free and Reduced-Price Lunch Program, you will still need to submit an application for this school year. Your child will continue to receive lunch (through the month of September) as they did last year while your new application is being processed.

Sometimes students lose or forget to bring lunch money. Students who forget or lose their lunch money will be provided with an alternate lunch (jelly or cheese sandwich) rather than the regular school lunch. Students will never be denied an adequate lunch. It is school policy to hold report cards/yearbooks if you have a negative lunch balance at the end of the school year.

Campus Rules and Behavior Expectations

We believe that respect, responsibility, kindness, and an understanding of one's personal safety are concepts all students must strive to master. We believe that student discipline is a learning opportunity and with guidance, effective teaching strategies, and positive models, students learn to make good choices and understand the responsibilities that go along with the choices they make. It is our obligation as parents, teachers and educational staff to help students develop and demonstrate responsible behavior.

At Meridian Park, we all work together to help each of us reach our fullest potential. Any action or behavior that helps another grow or mature is encouraged. The classroom, playground, cafeteria, gymnasium, and busses are all important parts of our school environment. As such, all activities at school should be safe, enjoyable, and productive for all students.

MERIDIAN PARK CAMPUS RULES:

1. Students will show proper respect to all persons in authority.
2. Obscene language, gestures, and verbal abuse are prohibited.

3. Students will respect school and personal property.
4. Students will not fight or endanger the safety of others.
5. Students will use equipment and play games in a safe manner. (“Safe manner” will be determined by the adult supervisor.)

Guidelines for Games and Activities:

- a) All games and activities are open to anyone who wishes to participate within the rules.
 - b) Balls are to be used in a safe manner at all times.
 - c) Regulation baseballs and bats are not allowed at school.
 - d) Students are to cross on rings and bars in one direction.
 - e) Special areas may be designated for specific games or grade levels.
 - f) Contact sports are prohibited (tackle football, wrestling, boxing, etc.)
 - g) Balls and playground equipment may be checked out from the playground supervisors at the beginning of recess. All students checking out playground equipment are responsible for returning the equipment at the end of recess.
 - h) All students leaving recess must have a pass. Bathroom and nurse passes are issued by the playground supervisors. Students should use the bathrooms by the cafeteria. Return all passes to a playground supervisor.
 - i) Students are to play inside of designated boundaries and may not leave the school grounds without permission.
 - j) In the event of snow, all snow is to remain on the ground. Rolling the snow into a ball is permissible.
 - k) Playground problems are to be reported to the supervisor on duty.
 - l) Personal sports equipment is to be left at home. School sports equipment may be checked out for use at recess.
 - m) Laser pens are considered a weapon under certain circumstances, and are not permitted on school grounds.
 - n) Students are to wear clothing appropriate for the weather while on the playground. Please make sure your child is dressed in appropriate clothing that will allow him/her to run and move freely and safely at PE and recess. Open-toed shoes, sandals, and flip-flops are unsafe at school.
 - o) Food and candy are not to be eaten on the playground, except as part of a designated school function.
6. Students will follow district rules and regulations as found in the Shoreline
 7. School District Student Rights and Responsibilities Handbook.
 8. Students will not engage in verbal or physical sexual harassment.

9. Students will not engage in harassment or “bullying”. These behaviors may include, but are not limited to: teasing, gossiping, kicking, hitting, taunting, verbal threats.
 - a. No spitting.
 - b. Conflicts between students are to be resolved through calm discussion, mutual avoidance, or reporting. Students are encouraged to solve interpersonal problems on their own.
10. Any language that may be construed as racial taunting or slander will not be tolerated under any circumstances.
11. No skateboards or scooters will be allowed on school grounds.



IMPORTANT:

Hazardous items are prohibited at school. These include but are not limited to: firearms, explosives, knives, laser pens, ‘pop its’, drugs and other potentially dangerous or harmful weapons or equipment. Students who bring hazardous items to school may be subject to immediate expulsion or long-term suspension.

According to board policy, the possession, use, distribution, showing evidence of having, consumed, selling, soliciting, or facilitating the sale of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia or any item purported to be such is also prohibited.

General:

1. Students are to wear clothing that is appropriate for the school setting and will not disrupt or interfere with the learning environment. Final determination will be made at the discretion of the principal or a designee.

While hats are up to the discretion of classroom teachers, the following are not allowed at school:

5. Bare midriff tops or spaghetti straps
 6. Inappropriate wording or logos on clothing
 7. Sagging pants
 8. Large rips or tears in clothing, or holes above the knee in pants
 9. Gang related clothing (bandanas, doo rags, etc.)
 10. Short shorts, (shorts should be walking-short or skirt length; they should not be above the fingertips with arms at your side)
2. CD players, radios, tape players, walkman, electronic "pets", or toys of any kind may not be brought to school except for a specified activity.
 3. Students with library or Success Club passes should go to the library directly from the cafeteria.



Safety:

1. Students are to observe all pedestrian safety rules in route to and from school.
2. Students are to follow emergency procedures as instructed by school personnel.
3. Students are not to be in a classroom without a supervising teacher present.
4. Students are to remain on designated walkways.
5. Students are to obey the instructions of the school safety patrol.
6. Students are to strictly observe bus-riding rules.
7. Students are not allowed to throw rocks or other hazardous objects.
8. Students are to use umbrellas safely on the playground during recess.
9. Students who ride bicycles to school must have a permit on file with the main office. Bikes must be walked while on campus.

Consequence Cycle

Students are given positive recognition routinely throughout the day for making good choices.

Consequence Cycle:

Level 1: All minor concerns are handled on the spot, in class, on the playground, or other areas of the school. Classroom discipline plans and recess supervision should handle most of the concerns. Some examples include:

- * Verbal reprimands
- * On the spot conference with student to discuss and problem solve
- * Time out/Time owed interventions
- * Walk abouts
- * Communication referral to teacher
- * Mediation/Conflict resolution instruction
- * Teach/Reteach procedures
- * Communication Slip sent home

Level 2: This level includes major offenses during the school year, chronic Level 1 concerns, or a situation that cannot be handled by the classroom discipline plan. Some examples of effective Level 2 procedures and consequences include:

- * Mediation/Conflict resolution instruction
- * Suspended recess
- * Social Skills training
- * A written Behavior Improvement Plan
- * Communication slip and/or a telephone call to parents
- * Time out in buddy classroom
- * Conference with principal or assistant principal

Level 3: This level includes repeated major offenses, severe disrespect, sexual harassment, or dangerous or illegal behavior. Some examples of Level 3 procedures include, but are not limited to:

- * In-school suspension
- * Behavior Contract/Behavior Improvement Plan
- * Sent home for the day
- * Modified schedule
- * Parental supervision at school
- * Work detail
- * Restricted movement
- * Suspension/expulsion from school

Level 4: Major physical violence or property damage will result in suspension from school. Discipline is handled by Administration at this level.

Level 5: Bringing guns or other weapons, or look-alike guns or weapons to school will result in a mandatory parent conference, confiscation of the weapon and probable suspension. A second offense is an automatic suspension. There are also very serious consequences for violating drug and alcohol policies.

<h1>Meridian Park Communication Slip</h1>

Student Name _____ Teacher _____

Date _____ Incident reported by _____

Today I had a problem with the following Meridian Park expectation(s):

___ **Be responsible and prepared to learn**

Examples of problems: repeated tardiness, unprepared for class, off task, late or missing assignments, lack of participation

___ **Do your best and always try**

Examples of problems: negative attitude, put downs, lack of effort

___ **Cooperate with other people**

Examples of problems: uncooperative work habits, impolite, inability to solve conflicts appropriately

___ **Respect the rights, property and feelings of others**

Examples of problems: not listening, dishonest, inappropriate language, disrespectful, inappropriate dress, name-calling

___ **Maintain a safe environment**

Examples of problems: running, failure to follow bus or safety patrol rules, fighting, kicking, injuring others, or bullying

Comments:

Action taken: _____

Parent signature: _____

Please sign and return to school with your child by: _____