

# Model United Nations

## Terms for Participation 2024-2025

Last updated August 27, 2024

**Registration Form** - A Model UN MySchoolBucks registration form must be filled out by a parent/guardian for each student who will participate in Model UN each school year. That information must be complete and accurate to the best of the parent/guardian's knowledge. If that information changes after submitting the registration form, the parent/guardian must inform the advisor immediately by email.

**Membership Fee** - A \$104.60 membership fee must be paid for each student who will participate in Model UN each school year. The membership fee is nonrefundable if the student leaves the school or decides not to participate or fails to maintain eligibility.

**Liability Waiver** - The undersigned parent or guardian gives consent for their child to participate in Meridian School Model United Nations realizing that there are risks assumed in traveling to and from meetings, club social events, and conferences. Additionally, the sharing of space and equipment, the likelihood of physical contact, and given that the activity is a social one, includes the risk of contracting disease. The parent/guardian understands and agrees for their child to participate with full knowledge, understanding, and appreciation of the risks herein. The parent/guardian assumes the risk of serious injury, which includes loss of limb or organs, paraplegia, quadriplegia, brain injury, or death. The parent/guardian assumes the risk of serious illness from infectious disease, which could be spread to other family members with the possibility of resulting in death for the student and/or family members. In consideration for being allowed to participate in Meridian School Model United Nations, the parent/guardian hereby releases and holds harmless Meridian School, its employees, officers, board members, and other persons associated with their child's participation from any liability relating thereto.

### Maintaining Eligibility in Model UN

**Character in Good Standing** - Please see the [Parent/Student Handbook](#) for school policies. Students responsible for an offense or offenses that resulted in two or more days of suspension while enrolled at Meridian School could be removed from the Model UN roster and could have all Model UN-related privileges revoked, including but not limited to the right to run/serve as an officer, participate in conferences, recognition ceremonies, socials and traditions, such as the opportunity to letter. Enforcement will be at the discretion of Meridian Administration who will inform Meridian Model UN advisors of necessary implications. Disciplinary offenses that would result in mandatory removal to an alternative placement under TEC Section 37.006 (in a traditional public school) will automatically result in suspension from all Meridian extracurricular activities for a period ranging from one month to the remainder of the school year.

Students who are removed from their Model UN officer position due to failure to maintain their Character in Good Standing eligibility will be unable to run/serve as an officer later that school year or in subsequent school years. They could be permitted to participate in Model UN as a regular member once regaining eligibility that school year and in future school years.

**Academic Eligibility** - Per state law and Meridian school rules, any students who fail or receive an incomplete in at least one class for the quarter are ineligible to compete or perform in extracurricular activities (athletics, theater, Model UN, etc.). Ineligibility starts at the end of school (4:10 p.m.) five school days after the start of the new quarter. The reason for this one week "waiting period" prior to ineligibility is to give teachers a chance to catch any errors that might have occurred in grading or grade entry, and to give students with an incomplete a chance to clear it. Additionally, if there is a summative assessment that is still eligible for retest (still within the retest window), the retest may be completed during this 5-day waiting period. If errors are corrected or incompletes cleared prior to the end of school on the 5th school day of the new quarter, then the student is eligible to compete. If not, then they are ineligible until at least the four-week progress report period.

At the end of the 4-week progress report period, a student who is passing all classes on their progress report (and has no unresolved incompletes from the previous quarter) regains eligibility to compete and perform. Like with the end of the quarter, however, there is a one-week (five school day) "waiting period" before eligibility is regained. Note that failing grades on a progress report cannot cause a

previously eligible student to lose eligibility. Under “no-pass-no-play,” progress reports only will result in a student regaining eligibility, not losing it.

Though semester grades are ultimately what counts for a student receiving credit for a high school credit course, they do not count towards “no pass no play”. Only quarter grades and 4-week progress reports affect “no pass no play” eligibility to compete / perform.

Note: Students may compete over the summer or extended (week or more) breaks regardless of eligibility status, and a failing grade the previous year does not affect eligibility in the subsequent year.

**DP Exception** - Diploma Programme students who have failed ONLY one “IB” class may request an Academic Eligibility Waiver. Find the waiver [here](#). The DP Academic Eligibility Waiver must be completed by the student and signed by the teacher of the DP class the student is failing as well as the principal prior to the date and time by which eligibility would be lost.

**Find Important Dates for 2024-2025 Academic Eligibility [here](#).**

**Financial Eligibility** - Your Meridian School financial accounts must be in good standing to be considered for participation. Log in to your [MySchoolBucks](#) account to check for outstanding invoices before registering for Model UN. Check your [MySchoolBucks](#) account throughout the school year to ensure your Meridian School financial accounts are and remain in good standing.

To maintain financial eligibility throughout your club’s season, the students' financial accounts with the school must stay in good standing. Once an invoice or fees become three days past due, a \$25 late fee can be added to the invoice and the student could lose eligibility in all extracurricular activities and events until the past due fees and late fees are resolved. In the case of lost financial eligibility during your club’s season, it is the parent/guardian’s responsibility to email the Secondary Enrichment Assistant as soon as the past due fees have been paid to expedite restored financial eligibility status for the student.

Robyn Tester, Secondary Enrichment: [secondary-enrichment@mwschool.org](mailto:secondary-enrichment@mwschool.org)

For those students on a Payment Plan for their conference’s Participation Fee, their Payment Plan must be paid according to the terms and schedule outlined in the agreement in order to maintain financial eligibility.

Financial assistance is available to those who need it. Please see below.

## Financial Agreements

**Model UN Membership Fee** - A \$104.60 Membership Fee must be paid for each student registering for Model UN each school year. The membership fee is nonrefundable should the student decide not to participate, leave the school or not maintain eligibility.

### **Conference Participation Fee**

**Conference Commitment** - When the student and parent/guardian commit to a Model UN conference, there is a financial commitment made by the school on behalf of that student. Therefore, Conference Commitment indicates that the parent/guardian commits to paying for the student’s conference participation fee in full by the due date(s).

The parent/guardian commits to each Model UN conference on the **Conference Commitment Google Form**, which is to be submitted by the student with the parent/guardian present, and by signing the hardcopy packet known as **The Conference Commitment by Parent**. Once the parent/guardian has committed to the student’s participation in a Model UN conference, that conference’s participation fee must be paid in full by the invoice due date even if the student does not participate. The parent/guardian remains responsible for the complete conference participation fee (deposit and balance) even if the student is unable to attend a conference for any reason. Conference participation fees are non-refundable and non-transferrable.

**Conference Participation Fee Deadlines** -The Conference Participation Fee must be paid for each participating student for each conference by the deadline(s). Please find the estimated conference participation fee amounts and the invoice deadlines on the [Conferences webpage](#).

Students may not participate in the conference unless the fee is paid in full by the deadline. Failure to pay the conference participation fee by the deadline could result in forfeit in the student's spot on the conference roster, and the entire participation fee amount remains due.

Students who fail to maintain eligibility, and are removed from a conference roster due to lost eligibility, will not be refunded any payments made toward the conference participation fee, and the entire participation fee amount remains due.

Students who have been removed from the conference roster for failure to achieve or maintain financial eligibility (for two or more conferences), and students who have been three or more days late to pay two or more Conference Participation Fee invoices, may not be allowed to participate in Model UN conferences in the future.

## **Refunds**

**Membership Fee Refunds** - The Membership Fee is refundable only if the club is unable to form. The Membership Fee is not refundable if the student leaves the school or decides not to participate. Additionally, the fee is not refundable should the student not be able to establish and/or maintain eligibility. If a student is removed from the club's and/or conference's roster for failure to pay the conference participation fee within 3 calendar days, the membership fee remains nonrefundable.

Extraordinary Event Refund for Membership Fee - Should there be an extraordinary event interfering with the ability to provide the experience as expected, the membership fee could be refunded at the school's discretion.

**Conference Participation Fee Refunds** - No refunds. Should a student leave the school, decide not to participate, and/or not establish or maintain eligibility, the fee is nonrefundable and non-transferable (to another conference, student, or school fee).

**Financial Assistance / Payment Plan** - Meridian School wants all students to have the opportunity to participate. Financial assistance and/or payment plans are available for those who need it.

Families who want a payment plan should request it by emailing [financialaid@mwschool.org](mailto:financialaid@mwschool.org) prior to the Conference Participation Fee due date.

### Payment Plan Terms:

Please note that it is the parent/guardian's responsibility to pay according to the Payment Plan Schedule. Simply login to your [MySchoolBucks](#) account and make the next payment on your invoice according to the Payment Plan Schedule. You will not necessarily be reminded by the Business Office, Secondary Enrichment, or your club advisor when you have a payment due. Please add the appropriate schedules to your personal calendar to keep your Payment Plan up-to-date.

Once a payment is three days late, a \$25 late fee will be added to the outstanding invoice and the student will lose financial eligibility, meaning they will be unable to participate in the conference, until the outstanding scheduled payment plus the \$25 late fee has been paid. Parents/guardians must email [Secondary-enrichment@mwschool.org](mailto:Secondary-enrichment@mwschool.org) once they have paid overdue fees in order to facilitate their student's financial eligibility status being restored.

Please note that all Meridian School invoices that are three or more days past due will place the student on a Financial Obligations list that could restrict that student's opportunities to participate in extracurricular activities and events until the outstanding balances are resolved.

**Financial Assistance** - Families who qualify for Free or Reduced Lunch could qualify for Financial Assistance, which will reduce Conference participation fees by 50%. To request Financial Assistance, to see if your family qualifies, or to request a payment plan, please email [financialaid@mwschool.org](mailto:financialaid@mwschool.org).

## Student & Parent/Guardian Roles

**Student's Responsibility to Club** - Meridian's students are extremely talented and involved in multiple activities, from multiple Meridian sports, to theater and Model UN, to select and club sports outside of school. Meridian supports measured risk-taking AND balance. Balance is often difficult to achieve. The club advisors strive to avoid overlaps in vital MWS activities; however, it is important to note that participation in multiple activities means that the student is likely to have an occasional schedule conflict. Students are responsible for knowing their own schedules and their limitations. The club advisors work hard to communicate important dates and times early in the school year. Students should review these important dates before committing to Model UN. Those who are involved in multiple activities will be held accountable to their club just as those who committed only to the single activity. When in doubt, students are encouraged to connect with their club advisor and discuss possible conflicts and resolutions. While the club advisors work with other school departments to avoid major conflicts, at times, conflicts are simply unavoidable, and students will have to make choices.

### Student Commitment Expectation

Students who do not participate at the same level and frequency in their competitive extracurricular activity negatively impact the group's performance, morale, and culture.

- For competitive extracurricular activities such as Model UN, all students are expected to attend weekly meetings.
- For competitive extracurricular activities, students who know they have a regular conflict are encouraged to choose between conflicting activities before registering.

Students' cell phones are not permitted during meetings or in conferences, or in hotel rooms or bathrooms. Students who are absent from school for a conference should refrain from posting on social media, texting or calling classmates who remain in school during the academic day to avoid disrupting the learning environment.

School policies apply to Meridian students whether activities are held on campus or off campus.

Students should make Model UN a priority through consistent effort and participation. Additionally, the student is expected to be an upstanding representative of the club and of Meridian in school and out of school. Advisors reserve the right to remove students from conference rosters who do not demonstrate a positive and respectful attitude. Students can be removed from the club for excessive absences, poor attitude, and/or lack of commitment. Students removed from the roster will not be refunded their registration fee or any payment towards conference participation fees, and their entire conference participation fee remains due in full..

Model UN leadership communicates as thoroughly as possible with all members of the community. It is the responsibility of the student to read communications from the school and club leadership. This includes but is not limited to: newsletters, [the Model UN section of the school website](#), announcement slides, TeamApp communications, and emails from Secondary Enrichment, Model UN officers, and Model UN advisors..

Lettering and Letter Jackets are an honor available to high school students who meet all the lettering requirements for their competitive or leadership extracurricular activity and for the school year. These requirements are set between school administration, Meridian Enrichment, and the club advisors. More about Letter Jackets and Lettering can be found [here](#). The lettering requirements for 2023-2024 will be similar to the 2022-2023 letter requirements and will be set in the before the first conference.

**Parent/Guardian's Role** - Parents/guardians are needed to serve in many volunteer roles. Participation in Meridian Model UN includes an expectation that parents/guardians will commit to serving in these volunteer roles. Additionally, parents/guardians agree to attend all mandatory parent/guardian meetings and to be in communication with the student's club advisors about any availability and health changes. The parent/guardian must respond to club emails within two school days. The parent/guardian agrees to these terms and the club advisors and club members can count on the parent/guardian to serve in a volunteer capacity throughout the school year.

It is unfair for a few parents/guardians to serve in all volunteer capacities needed to support the student's extracurricular activity. If a guardian has not signed up for needed duties within two weeks of the advisors' requesting assistance, the parent/guardian could be assigned slots. It is the guardian's responsibility to get those slots covered by another adult if they cannot fulfill it themselves.

Fundraisers are driven by parent volunteers after approval by the school via the club advisors..

**Communications/Media**- Any photos, video, and/or audio taken of students involved in Meridian programs will be used formally and informally for the school yearbook, bulletin boards, news media (photo with first name and last initial only), instructional or staff development, publicity events, and the school website.

For the safety of our students, photos and videos shared online and through social media should not include any students' last names and should not tag any students.

**Registration Status Sheet** - A Google sheet is published on the school website and updated on school days during Model UN registration window. This sheet should be referenced by the student and their parent/guardian to ensure they have successfully registered before the registration deadline. The Registration Status Sheet can show student name and grade level. There could be notes for the Secondary Enrichment registrar when a registration error has been made so that it can be corrected when the registration is processed.

**TeamApp** - TeamApp will be used to keep the group up-to-date. Last minute changes are possible. TeamApp will help you be informed about important changes as soon as they happen. TeamApp also allows you to instant message your advisors, fellow Model UN participants, or parents/guardians on the team through "chat." This is a great tool to coordinate carpooling. Please add the free TeamApp app to your phone or mobile device. This is required of both the Model UN participant and at least one parent/guardian. If you do not have a phone or mobile device, you can join [TeamApp](#) and find Meridian Model UN from the browser on your computer, but you will get push notifications as emails instead, meaning they will not automatically pop up on your mobile device, and you will need to check your email more frequently to stay in the loop.

After registration ends, those who register will receive a welcome email with the correct TeamApp team name to join.

The aforementioned Channels of Communication, some of which include directory information, such as student name and grade level, are used thoughtfully to efficiently and accurately support our students in their Meridian-sponsored extracurricular endeavors. In accordance with [FERPA](#), parents/guardians may opt out of the sharing of directory information. If you wish to opt out, please send one email to [Secondary-enrichment@mwschool.org](mailto:Secondary-enrichment@mwschool.org), [MUN@mwschool.org](mailto:MUN@mwschool.org), and your student's principal before completing the registration form. (Registration deadlines still apply.) Please include "FERPA" in the email subject.

**Keeping Advisors Informed** - Parents/guardians and students must contact the advisor via email when the student will not be attending meetings or conferences. Parents/guardians and students must give as much notice as possible for conferences that will be missed as this affects the advisors' plans and the experience for the conference team.

**Change in Contact Information** - When contact information changes, immediately inform the advisor.

**Participation on the Day of an Absence** - Students who are absent from school may not be allowed to participate in school-related activities on that day or evening. Exceptions may be approved by campus administration only when requested by the club advisor.

**Excused Absences & Early Release** - Although the advisors strive to avoid conferences that require students to miss class, occasionally an excused absence or early release is required for the student to participate in a conference. These early releases and excused absences are coordinated between the advisor and the school administration. The advisor communicates the final arrangements with the conference participants and their parents/guardians. Students must be academically eligible to receive an excused absence or early release for the purpose of extracurricular activities.

### **Early Release**

There is a specific protocol that must be followed for early release. The protocol is different for middle school and high school students:

- **Middle School:** For all middle school students being released from school early for official school extracurricular purposes, the parent/guardian must sign the student out from school. Failure to do so could mean an unexcused absence for any missed

classes for that student. For students receiving transportation from a parent/guardian other than their own, please see Carpooling below.

- **High School:** High school students may sign themselves out from the high school office. The parent/guardian does not need to sign out high school students. If the high school student fails to sign himself/herself out, or they were not signed out by a parent/guardian, then they could receive an unexcused absence for any missed classes. For students receiving transportation from a parent/guardian other than their own, please see Carpooling below.

Students must be academically eligible to receive an early release or excused absence for missed classes due to participation in official school extracurricular events. The times for early releases are set to be no later than 2:20 pm (Mondays, Tuesdays, Thursdays and Fridays) and 12:15 pm on Wednesdays, so as to not interfere with dismissal and the last class of the day.

**Carpooling** - Carpooling includes an inherent risk of spreading infectious disease between families and households. The decision to allow and/or provide carpooling is at the parent/guardian's sole discretion.

Students who are receiving transportation from another student or another student's parents/guardians must have an email sent by their own parent/guardian to the school before leaving campus that day. This email from the student's parent/guardian must grant permission for another parent or driving student (named) to sign the student out of school and provide transportation to the Model UN event.

When carpooling for early release, the parent providing the transportation must sign out all students being transported. An email from the parent/guardian(s) of the student(s) receiving the transportation must be on file with the office prior to the student(s) leaving.

**Transportation** - Transportation to meetings, socials and conferences is the responsibility of the student's parents/guardians unless otherwise coordinated and communicated by the club advisor. .

**Grievance Protocol / Contact Us** - Meridian encourages our students to advocate for themselves as they prepare to artfully navigate our complex world. In keeping with this principle, Model UN has adopted the school approach for how students and parents/guardians/guardians should communicate concerns. Students and parents/guardians/guardians should wait 24 hours after meetings and/or conferences before approaching an advisor about a concern. This allows time for the advisor to focus on the task at hand and for students and parents/guardians/guardians to fully reflect on their concern. Please do not approach an advisor before or during a meeting or conference about a concern that is not emergent in nature. Please respect the 24-hour reflection period. After 24-hours, students and parents/guardians should communicate concerns following the this order of escalation:

Chain of Command for Communicating Concerns:

1. Student to Secretary General
2. Student to Club Advisor
3. Parent/Guardian to Club Advisor
4. Student or parent/guardian to MYP Principal: Crystal Lane

***Please note that this protocol does not include the parent/guardian communicating concerns to the Model UN officers.***

**Removal from club** - Meridian reserves the right to withdraw a student from the club for non-payment, behavioral issues, and/or failure to comply with school and club policies/procedures.

**Removal from Club Event** - Meridian reserves the right to insist that a student, parent/guardian, family member or Meridian supporter leave a conference or meeting if their actions or communications (verbal or non-verbal) are upsetting or disruptive to a healthy and enjoyable event.

**Accurate Medical Reports** - Parents/guardians must provide clear and accurate medical/behavioral information for advisors to provide the appropriate supervision, guidance, and assistance necessary for the student to have a successful experience in the program. In the case that the student's health information changes, parents/guardians must inform the advisor via email immediately.

**Attendance in Model UN Activities** - We will abide by the Health and Safety protocols for that specific conference and by the school.

### **Participation Expectations**

**Student Expectations** - MUN members must make MUN meetings and conferences a priority through consistent effort and participation. Additionally, MUN members are expected to be upstanding representatives of the organization, and of Meridian on and off the Meridian World School campus. Advisors reserve the right to "hold" MUN members who do not demonstrate a positive and respectful attitude. A "hold" could include the student being removed from the MUN organization or removed from attending conferences. Students can be removed from MUN for excessive absences, poor sportsmanship, and/or lack of commitment.

Regardless of their other commitments and interests, all students are expected to participate in every meeting and be available to participate in each conference they sign up for. For this reason, absences from meetings and conferences should not exceed more than three (3) unexcused absences. Once a member has missed a meeting with no prior communication with the advisors (Simon Nichols and Dori Mallinger) the student might be asked to meet with the advisors. Once they have missed more than 3 meetings, it qualifies them to be removed from the club if the sponsors believe the student has not shown the commitment needed to be in MUN.

Students who have a regular conflict will need to choose between activities before registering.

All communications about absences and tardiness to practices and competitions must be conducted **privately** through TeamApp or in person between the student and the advisor **only**.

Discipline Issues while on the traveling and at conferences:

- Student will be sent home as soon as possible
- Parent/guardian will pay for the travel cost for the student AND for the accompanying chaperone to return home immediately
- There will be no refund or partial refund
- Additional disciplinary measures per the School Code of Conduct will apply including but not limited to suspension, removal from NHS, Student Government, etc. per by-laws, removal from MUN, unable to participate in MUN the following year, disqualification from lettering.