



POLICY ON
BEHAVIOR EXPECTATIONS
AND
DISCIPLINE CODE
2022-2023

- Policies in the *Behavior Expectations and Discipline Code* have been adjusted to reflect changes in the law, specifically, NH RSA 193-F. This law addresses bullying, cyber-bullying, and harassment. In addition, it defines both "victim" and "perpetrator" and provides corresponding protocols and procedures for schools to follow. ***Because of the seriousness of these behavioral violations and the potential damage to a student's welfare, any student who engages in bullying, harassment, threatening, fighting, and/or violations of the school's drug and alcohol policies will not only receive the consequences listed under code, he or she will also lose his/her privileges and be excluded from his/her respective class activities.***
- **Interpersonal infractions** that occur in hallways/and or cafeteria are subject to increased consequences.
- **"Pranks"**
A student may believe that a "prank" is a rite of passage. However, such so-called "pranks" often jeopardize student safety, disrupt the school day, and/or lead to destruction or vandalism of school property; and are serious violations of the behavior code. Any such violations of the behavior code will be enforced rigorously by the administration.
- **Throughout this booklet you will see TBD which means "To Be Determined."**

MERRIMACK HIGH SCHOOL POLICY ON BEHAVIOR EXPECTATIONS and DISCIPLINE CODE

SCHOOL BOARD POLICY ON BEHAVIOR EXPECTATIONS

I. General Behavior Expectations for the Student Body.

Rules and regulations are necessary in our society. Merrimack High School is a community that expects its students to abide by its behavior expectations and discipline code. The climate and success of Merrimack High School depends upon the willingness of each individual to make choices (good decisions) and to live with the consequences of each choice made.

While the School Board and school personnel acknowledge student rights and privileges, we recognize, too, the concomitant responsibilities which flow from the exercise of these rights and privileges. These include:

- A. respect for one's self
- B. respect for others and their rights
- C. respect for legally constituted authority and the legal responsibility of those in authority
- D. respect for individual worth
- E. respect for property

We believe that most students will choose to exercise the kind of behavior which reflects their respect for other people's rights and feelings and permits them to secure an effective education for themselves. It is part of the school's responsibility to promote responsibility to themselves and others where people are expected to demonstrate honesty and integrity. **The administration reserves the right to modify consequences when a student misrepresents the facts.**

Forms of Discipline

A. Detentions:

Teachers and Administration may assign detentions for infractions of class rules or decorum. Students will be given one day's notice. Teachers may give the student the choice of a silent or working detention. Detentions will begin at 2:30 p.m. and may last until 3:30 p.m.

B. Privilege Loss:

Depending on the nature of the violation, students may lose any or all of the following privileges: parking, driving, early dismissal, modified schedule, passes, permission to be in the school building after hours, or permission to eat in cafeteria.

C. Social Probation:

Students are denied the privilege to attend and/or participate in any and all school functions, extra-curricular activities and/or athletic events. This penalty may be assigned by an administrator.

D. Out-of-School Suspension (OSS):

Students may be suspended from school for gross misconduct or refusal to conform to the rules of the school. The Principal and Assistant Principals have both the discretion and authority to issue a ten-day out-of-school suspension based on both the nature and severity of the behavior code violation. The Assistant

Principals may also refer individual cases to the Principal for review. Students suspended from school are not permitted on school grounds. Those who violate this will be treated as trespassers, and charges will be filed with the Merrimack Police Department (New Hampshire Statute RSA 193:15). Suspended students may not attend or participate in any school functions, extra-curricular activities, and sporting events (home or away).

For an out-of-school suspension of three days or more, parents may request schoolwork. This make-up work must be turned in upon completion of the suspension. For any other make-up, students must make arrangements with their classroom teachers.

If school has to be closed for some reason on the day a student is suspended, the suspension will be made up the next school day.

A suspension may require a parental conference as a necessary condition for readmittance to school.

E. In-School Suspension/Intervention (ISS/ISI):

The administration may use an in-school suspension intervention in lieu of detentions and/or out-of-school suspension (OSS). Lost privileges and social probation remain as they do with OSS.

F. Referral:

Whenever a student's behavior reaches the point where it is deemed habitual or the school's assistant principal has exhausted all alternatives to modify his/her behavior, the assistant principal will place the student on a 1, 3, 5, or 10 day out-of-school suspension contract. If necessary, the student will be referred to the principal and/or the Superintendent of Schools for additional action or referred to the School Board for long-term suspension.

G. Other:

When a disciplinary case is appealed from the office of the assistant principal to the office of the principal, the result of the appeal may be one of the following:

The consequence assigned may be eliminated, commuted, maintained or increased in accordance with the *MHS Policy on Behavior Expectations and Discipline Code*.

H. Discipline files may be considered cumulative with regard to major behavior code violations. In such cases students may be referred to the Superintendent of Schools and/or School Board for long-term suspension or expulsion.

I. Other forms of discipline such as community service or peer mediation may be offered in place of, or in conjunction with, the aforementioned consequences.

J. ***Other forms of misconduct which are neither anticipated nor listed will be dealt with individually by the assistant principal and/or principal who will determine the appropriate response/discipline.***

**DISCIPLINE POLICY AS IT
PERTAINS TO SPECIAL NEEDS STUDENTS**

1. Unless otherwise stated in the IEP, all students will follow the MHS Behavior Expectations and Discipline Code as outlined in the Parent/Student Handbook. If a student's disability requires modifications to the above, it will be detailed in the IEP or 504 plan.
2. If a student with an educational disability accumulates more than ten (10) days, consecutive or related, out-of-school suspension:
 - a. The IEP team will meet to conduct a Manifestation Determination and Functional Behavior Assessment.
 - b. If the misbehavior is determined to be a manifestation of the student's disability, the team will recommend appropriate consequences as well as adjustments to the IEP and/or placement.
 - c. If the misbehavior is determined not to be a manifestation of the student's disability, no further IEP process is required. The student will serve the assigned consequence.
 - d. In the case of behavior involving drugs or weapons, school personnel may order a change in placement of up to forty-five (45) days to an appropriate interim alternative educational setting.
 - e. The district will ensure the provision of FAPE (Free and Appropriate Public Education) for any suspension in excess of ten (10) days. The days must be consecutive or related by pattern of misbehavior or proximity of dates.

Forms of Discipline	Teacher	Department Head	Administration
Community Service	X	X	X
Detention	X	X	X
Loss of Privilege			X
In-School Intervention			X
Out of School Suspension			X
Parent Contact/Meeting	X	X	X
Referral to Department Chair	X		X
Referral to Assistant Principal	X	X	
Referral to Outside Services			X
Referral to Principal			X
Referral to Superintendent			X
Social Probation			X
Warning	X	X	X

I. GENERAL POLICIES

<i>Infraction</i>	<i>Consequence</i>
Absence from school:	Social probation. If on the day before a weekend, may not attend weekend events. If the violation becomes known at a later date, it will be enforced at the next co-curricular event(s). Also may receive permission from administration to attend events.
Unexcused Absence from class:	Most classes meet 4 times per week. For those classes, parents are notified by mail following the 7th absence. At 11 unexcused absences, a student may lose credit. To receive credit for a course meeting 2 or 3 times per week, a student must not exceed 5 or 7 absences respectively.
Bus infractions: 1st offense 2nd + offense	Buses are considered an extension of school. Consequences from Director of Transportation and/or administrator. Consequences from Director of Transportation and/or administrator and possible notification of police.
Cheating/Plagiarism: 1st offense 2nd + offense	No credit and a grade of "O" for the assignment/test; parents, Assistant Principal and guidance notified. Conference scheduled with parents/student/teacher. Further penalties as Assistant Principal deems appropriate after reviewing the circumstances. Record must be kept centrally so it can be seen if there are cumulative infractions.
Cell Phones: 1st offense 2nd + offense Repeated infractions	Verbal Warning and/or loss of privileges. Loss of privileges and/or social probation and additional disciplinary action may be taken. Phone could be confiscated and may need to be retrieved by parent/guardian Loss of privileges and/or social probation and possible suspension. Phone must be retrieved by parent. <i>Refusal to comply with staff and/or administrative request to relinquish cell phone may result in immediate suspension.</i>
Damage to or loss of books/equipment:	Restitution. Student receives a non-credit grade on report card/transcript, until restitution is made. Diploma is withheld.
Dismissal before noon (any reason) and does not return to school:	Social probation. If on the day before a weekend, may not attend weekend events. If the violation becomes known at a later date, it will be enforced at the next co-curricular event(s). Also may receive permission from administration to attend events.
Dress Code violations 1st offense: 2nd offense: 3rd offense:	TBD TBD TBD
Final Exams: Failure to return texts, books, equipment at end of semester Tardiness to exams: Absent from exams:	Student may take the final exam but s/he will receive a non-credit bearing grade until restitution is made. Student reports to the Main Office. Student will not be allowed to take the exam without administrative approval. Students not receiving administrative approval will not be allowed to take the exam and will receive a grade of zero. With administrative approval, student will be scheduled for a make-up exam

I. GENERAL POLICIES (Continued)

<i>Infraction</i>	<i>Consequence</i>
Loitering on school grounds:	Loss of privileges and referral to counselor, Assistant Principal, or police as warranted.
Missing school for family vacation:	Absences applied toward attendance policy. Parents must notify Principal in writing two weeks in advance.
Misuse of computer network:	
1st offense	ISI or OSS, restricted use of the computer and possible loss of computer privileges.
2nd + offense	Cases will be considered individually, and consequences assigned as appropriate, and/or notification of police.
Misuse of ID badge:	
1st offense	Cases will be considered individually, and consequences assigned as appropriate.
2nd + offense	Cases will be considered individually, and consequences assigned as appropriate, and/or notification of police.
Not having ID badge in one's possession:	
1st offense	Student must purchase new ID badge.
2nd + offense	Student must purchase new ID badge. Additional consequences may be assigned.
Parking:	
No Permit/Sticker	\$50.00 fine; Habitual offender: Detention, suspension, loss of parking privileges.
With a Permit/Sticker but parked in a restricted area	\$20.00 fine (To include but not limited to the following: Special Services, Superintendent's Office, Mastricola Elementary School, Mastricola Upper Elementary School, Faculty Lots, Reserved Spaces, Visitor Lot, Handicap, End Zone, Grass Areas, Back of the school)
Safety issues	Tow (Parking with or without a permit in such a fashion as to jeopardize safety and/or block access.)
Transferring, copying, or using illegal parking sticker	Possible loss of driving/parking privileges. No refunds will be given for revoked parking permits or towing. All fines must be paid in full. <i>In all cases fines continue to accrue.</i>
Reckless/Dangerous Driving:	
1st offense	Possible loss of driving/parking privileges.
2nd + offense	Temporary or permanent loss of driving/parking privileges.
Skateboarding:	Skateboards should be stored in student lockers or the office.
1st Offense	Verbal warning, student will need to pick up the skateboard at the end of the school day.
2nd Offense	Confiscated skateboard must be picked up by a parent; additional violations will result in appropriate disciplinary actions.

II. ATTENDANCE INFRACTIONS

<i>Infraction</i>	<i>Consequence</i>
Cut Class including study hall and homeroom: 1st offense 2nd offense 3rd offense 4th offense/habitual offender	Students who cut an academic class will receive a zero and will not be permitted to make up any work, test, quizzes, or projects for that class. One-hour detention. Two one-hour detentions. In-school intervention. In-school intervention or one-day suspension from school; if student continues to cut classes, suspensions could be 1-10 days TBD by the Assistant Principal.
Cut or removal from detention:	In-School Intervention or Out-of-school suspension w/loss of privileges TBD by the Assistant Principal; the Assistant Principal may also utilize community service and/or social probation as a form of discipline and may require a parent meeting.
Tardy to Class, homeroom, advisory, study hall or lunch: (begins each semester) 1st offense Warning by Teacher 2nd offense Teacher detention 3rd offense Parent contact and teacher detention 4th offense and plus Referral to administration	Tardy to School: (begins each semester) If the student is habitually checking in tardy to their first class and they are unexcused, office consequences will be administered. A meeting may take place with the student's Counselor, Assistant Principal and possibly the student's parent(s)/legal guardian. Consequences could range from in-school intervention or one one-hour detention to two two-hour detentions and possibly Out-of-School suspension if warranted.
Cut of Teacher-Assigned Detention 1st offense 2nd offense	Referral to the Assistant Principal for two one-hour detentions. Referral to the Assistant Principal for In-School Intervention or three one-hour detentions.
Not reporting immediately to the Main Office when sent by teacher/staff:	Detention(s) to be served in In-School Intervention or Out-of-School suspension w/loss of privileges TBD by the Assistant Principal; the Assistant Principal may also utilize community service and/or social probation as a form of discipline and may require a parent meeting.
Truancy:	In-school intervention (ISi) for 1-10 days TBD by the Assistant Principal.
Failure to report at all to the Main Office:	Out-of-school suspension (OSS) and possible police involvement.
Unauthorized Areas: MHS is a closed campus, therefore, leaving school building/grounds, entering the building through an unauthorized access, being in an unauthorized area, providing unauthorized access to the building for another student, in halls without a pass, misuse of a pass, a student leaving class without permission, and/or failing to enter the building upon arrival on school grounds, to report to class and/or not signing in at the Attendance Office if arrival is after 7:30 a.m.: In order to ensure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are unauthorized to students: <ol style="list-style-type: none"> 1. parking lots 2. parked cars 3. any area inside/outside the school building unless with a specific and legitimate purpose as determined by the assistant principal or other school personnel 4. unsupervised areas within the building 5. areas under construction or renovation 6. staff facilities 7. multiple students in the bathroom, and/or multiple students in bathroom stall Students who are in unauthorized or restricted areas will be subject to search consequences.	
1st offense 2nd offense	Subject to search, detention or in-school intervention (ISi). Subject to search, automatic out-of-school suspension (OSS) TBD by the Assistant Principal, and loss of privileges.

III. INTERPERSONAL INFRACTIONS

<i>Infraction</i>	<i>Consequence</i>
Bullying, threatening, hazing, cyber-bullying, or endangering the physical or psychological well-being of others (including sexual or other forms of harassment): <i>This includes cases when encouraging others to participate in such behaviors, bullying in retaliation, cyber or otherwise.</i>	<p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>In a case of bullying, the case will be referred to the Principal. The Principal will notify the Superintendent of Schools and the police and submit a written report.</p>
Disrespectful behavior such as vulgarity and/or horseplay 1st offense 2nd + offense 3rd offense 4th offense/habitual offender	<p>One one-hour detention.</p> <p>Two one-hour detentions.</p> <p>Three one-hour detentions and a required meeting with the Assistant Principal and Counselor.</p> <p>In-School Intervention or Out-of-School suspension for 1-10 days TBD by the Assistant Principal.</p>
Refusal to comply with staff request such as refusal to change seat, refusal to remove and relinquish hat: 1st offense 2nd + offense 3rd offense 4th offense/habitual offender	<p>One one-hour detention.</p> <p>Two one-hour detentions.</p> <p>Three one-hour detentions and a required meeting with the Assistant Principal and Counselor.</p> <p>In-School Intervention or Out-of-School suspension for 1-10 days TBD by the Assistant Principal.</p>
Failing to responsibly participate in a safety procedure drill: 1st offense 2nd + offense 3rd offense 4th offense/habitual offender	<p>One one-hour detention.</p> <p>Two one-hour detentions.</p> <p>Three one-hour detentions and a required meeting with the Assistant Principal and Counselor.</p> <p>Out-of-School suspension for 1-10 days TBD by the Assistant Principal.</p>
Directing profane/vulgar language at school personnel: 1st offense 2nd + offense	<p>3-5 days Out-of-School suspension.</p> <p>Up to 10 days Out-of-School suspension.</p>
Failing to identify oneself; falsification of identification; forgery; identity theft: 1st offense 2nd + offense	<p>In-school intervention (ISi) or out-of-school suspension (OSS).</p> <p>3-5 days out-of-school suspension (OSS).</p>
Disorderly Conduct:	<p>Up to ten days out-of-school suspension (OSS), referral to Principal, and/or notification of police.</p>
Inappropriate sexual and/or lewd display of behavior: 1st offense 2nd + offense	<p>Out-of-school suspension (OSS), may result in referral to Principal, Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police.</p> <p>Cases will be considered individually, and consequences assigned as appropriate, and/or notification of police.</p>
Instigating or inciting violence: 1st offense 2nd + offense	<p>Up to 10 days out-of-school suspension (OSS), and/or notification of police.</p> <p>Up to 10 days out-of-school suspension (OSS), referral to Principal, and/or notification of police.</p>
The use of electronic devices to photograph or videotape other individuals without their permission is prohibited:	<p>This may result in suspension, either in-school intervention (ISi) or out-of-school suspension (OSS)</p> <p>Forwarding those images to others may result in enhanced consequences.</p>

<i>Infraction</i>	<i>Consequence</i>
Unprivileged contact: 1st offense 2nd + offense	Out-of-School suspension, may result in referral to Principal, Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police. Cases will be considered individually and consequences assigned as appropriate, and/or notification of police.
Fighting: 1st offense 2nd + offense	Immediate Out-of-School suspension (minimum of 5-10 days), and notification of police. Up to 10 days Out-of-School suspension, referral to Principal, and/or notification of police. In any case, removal from the building by police.
Assault: 1st offense 2nd + offense	Immediate Out-of-School suspension, parent conference, and referral to the Principal, Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police. Immediate Out-of-School suspension, parent conference, and referral to the Principal, Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police. In any case, removal from the building by police.
Possession or use of look-alike weapon and/or dangerous devices (such as: firecrackers, incendiary devices, ammunition, and look-alikes); Possession or use of knife (such as: Swiss Army knife, jackknife, pen knife, etc.); Possession or use of mace, pepper spray or similar article; Possession or use of dangerous weapon (firearm, black jack, stiletto, slingshot, metallic knuckles, finger armor, spiked rings, laser, hunting knife, dirk knife, chains, spikes, switch blade, etc.); Possession or use of other weapons (such as: box cutter, utility knife, water pistols, tool with blade, handcuffs, or any object when viewed and/or used as a weapon):	
Any such offense	immediate Out-of-School suspension (minimum 5-10 days) and parent conference. Referral to Superintendent of Schools and/or School Board for expulsion, and/or notification of police will be made when deemed appropriate by the Principal/Assistant Principal.

IV. SUBSTANCE INFRACTIONS

<i>Infraction</i>	<i>Consequence</i>
Smoking on school grounds or in the building:	Out-of-School suspension 1-5 days on a case by case basis.
Possession of tobacco products:	Out-of-School suspension 1-5 days on a case by case basis.
Possession of drug paraphernalia (such as pipes, rolling paper and other distribution devices); Distribution/selling or intent to sell drug paraphernalia, controlled substances, alcoholic beverages, illegal narcotics, dangerous drugs, prescription drugs, "look-alikes," or intoxicants of any kind. Evidence of use of smoking device/tobacco may result in suspension. A student who is in the presence of smoke and/or smells like smoke may be suspended.	
With the advent of Electronic Cigarettes/Vaporizers that are now prevalent in our society, these devices have found their way into our schools. Please read the information below that lists the consequences for the use of these devices at Merrimack High School. Electronic cigarettes and similar substances use devices (Vaporizers) will be classified as possession or use (depending on the actual circumstances) of drug paraphernalia:	
Any such offense	Immediate Out-of-School suspension (minimum 5-10 days) and parent conference. Referral to Superintendent of Schools and/or School Board for expulsion, and/or notification of police will be made when deemed appropriate by the Principal/Assistant Principal.
Electronic cigarette Possession Possession and use Manufacture of any liquids that can be used for electronic cigarettes Subsequent infractions	Out-of-school suspension (OSS) 1 day, items confiscated. Out-of-school suspension (OSS) 2-5 days, items confiscated Out-of-school suspension (OSS) 5-10 days. Increased consequences.

V. VANDALISM / PROPERTY INFRACTIONS

<i>Infraction</i>	<i>Consequence</i>
Trespassing on school grounds: 1st offense 2nd + offense	<p>Legal action and letter prohibiting presence on school grounds</p> <p>Legal action and/or Out-of-School suspension if student comes on school grounds during any Out-of-School suspension.</p>
Possession of or igniting incendiary devices or look-alikes: 1st offense 2nd + offense	<p>Up to 10 days Out-of-School suspension, parent notification, and/or notification of police.</p> <p>Immediate Out-of-School suspension, parent conference, referral to Principal with possible referral to Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police</p>
Bomb scares and/or pulling false alarms and acts that endanger others (e.g. building safety; creating false public alarm):	
1st offense 2nd + offense	<p>Immediate Out-of-School suspension and referral to Principal with possible referral to Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police.</p> <p>Immediate Out-of-School suspension and referral to Principal with possible referral to Superintendent and/or School Board for long-term suspension or expulsion, and/or notification of police.</p>
Stealing/possession of stolen property/possession of mislaid property: 1st offense 2nd + offense	<p>Out-of-School suspension and restitution, and/or notification of police.</p> <p>Out-of-School suspension. Possible referral to Principal and/or Superintendent, and/or notification of police.</p>
Vandalism to school and/or private property: 1st offense 2nd + offense	<p>Up to 10 days Out-of-School suspension and restitution, and/or notification of police.</p> <p>Immediate Out-of-School suspension, parent conference, referral to Superintendent of Schools and/or School Board for long-term suspension or expulsion, and/or notification of police.</p>

- ... Other forms of misconduct which are neither anticipated nor listed will be dealt with individually by the Assistant Principal and/or the Principal who will determine the appropriate response/discipline.*
- ... Any notification to police may result in an arrest.*
- ... At each and every disciplinary referral, the Assistant Principal reserves the right to invoke loss of privileges or community service as part of the disciplinary process.*
- ... As a reminder to parents and students, the policy on behavior expectations and discipline code applies to all school sponsored events.*
- ... Students who are suspended are not allowed on school grounds unless they have permission from the administration.*

CAFETERIA/ LUNCH EXPECTATIONS

Student Behavioral Expectations

- a) **Students will demonstrate rules of common courtesy to fellow students, staff, and administration at all times.**
- b) Students will obey all instructions from staff.
- c) Students will keep their immediate areas (table and floor) neat and clean and leave it that way for others who will follow. Before leaving the cafeteria, they will dispose of trash and recycle cans and bottles in the appropriate receptacles provided.
- d) Students will be seated at the cafeteria tables unless they are in a food line. (It is not appropriate to sit on the floor or stage.)
- e) Seniors who are not consuming food may go to the courtyard with an MHS ID with permission of the duty personnel.
- f) Students will not linger in the lobby.
- g) Students needing to use restroom facilities must use the bathrooms across from the Student Assistance Office.
- h) The cafeteria annex has been designated for use by seniors only.

Courtyard Guidelines - Seniors

1. Food and drinks are allowed in the courtyard.
2. Given good weather, the courtyard will be open to seniors. The purpose of the courtyard is for seniors to read and relax only during their lunch period.
3. Be respectful of the classrooms around the courtyard; please keep the noise level down, especially when playing catch, etc.
4. Be respectful of the surroundings in the courtyard.
5. Dress code applies to the courtyard.
6. Games are permitted unless the activity disrupts adjacent classrooms.