

MERRIMACK HIGH SCHOOL



Parent/Student Handbook

2017-2018

For additional/updated information, please visit the link to our website at
www.sau26.org/mhs

POWERSCHOOL

What is PowerSchool?

PowerSchool is the Merrimack School District's student information system. The district uses PowerSchool for scheduling, taking attendance, storing grades and more. PowerSchool provides:

- Parents with immediate access to their children's grades and attendance records
- Access to more accurate information for administrators and teachers to use in making decisions
- An electronic gradebook for teachers

How do I obtain a username and password?

For security reasons, you must request your PowerSchool account in person. Be prepared to show some form of valid photo I.D. such as a driver's license. There will be opportunities for parents to register for a POWERSCHOOL account when student I.D. photos are taken the week of August 21st. At other times, you should stop by the Merrimack High School Main Office or Guidance Office to request an account. No accounts will be created through correspondence, over the telephone or through email.

Dates to remember:

Back to School Night is Thursday, September 14th

Parent/Teacher Conferences are Thursday, November 17th and Thursday, April 6th.

MERRIMACK SCHOOL BOARD

Shannon Barnes, Chairman	424-5516
Andy Schneider, Vice Chairman	424-5387
Cinda Guagliumi	440-5693
Naomi Schoenfeld, Ph.D.	921-7777
Michael Thompson	424-4282
Nate Livie, Chris Puzzo	MHS Student Representative

SCHOOL DISTRICT ADMINISTRATIVE PERSONNEL

Marjorie C. Chiafery	Superintendent of Schools	424-6200
Dr. Mark E. McLaughlin	Assistant Superintendent for Curriculum	424-6200
Matthew D. Shevenell	Assistant Superintendent for Business	424-6200
Linda M. Hastings	Director of Human Resources	424-6200
John Fabrizio	Director of Special Services	424-6211
Nancy Rose	Director of Library Media & Technology	424-6203

HIGH SCHOOL PERSONNEL

Kenneth W. Johnson	Principal	424-6204, Ext. 0
Peter J. Bergeron	Assistant Principal	424-6204, Ext. 0
Richard C. Zampieri	Assistant Principal	424-6204, Ext. 0
Eric Sabean	Director of Athletics	424-6204, Ext. 6

SUPPORT SERVICES

Deborah Barker	Director of Guidance	424-6204, Ext. 2
Deborah Gerber	Special Education Coordinator	424-6204, Ext. 5
Michael Murray	Resource Officer	424-6204, Ext. 3
Karen Hammes	School Nurse	424-6204, Ext. 4
Thomas Tousseau	Director of Buildings and Grounds	424-6224
Richard Desmond	Transportation Coordinator	424-6210
David Dziki	Director of Food Services	424-6226
Student Transportation of America	Bus Contractor	424-7880
Caring Hands (Special Services)	Bus Contractor	487-2768

SCHOOL HOURS

During the normal school day classes run from 7:30 a.m. to 2:15 p.m.

OFFICE HOURS

7:00 a.m. – 3:00 p.m.

INTERNET WEBSITE

<http://www.sau26.org/mhs>

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School District policies can be found in two places. Online, they can be found at:
www.sau26.org/page/5040.
Hard copy versions of School District policies are held at the SAU Office,
36 McElwain Street, Merrimack, NH 03054.



MERRIMACK HIGH SCHOOL

38 McElwain Street
Merrimack, New Hampshire 03054
Tel. (603) 424-6204 • FAX (603) 424-6230

Kenneth W. Johnson
Principal

Peter J. Bergeron
Assistant Principal

Richard C. Zampieri
Assistant Principal

September 5, 2017

This **Parent/Student Handbook** is an informational resource for the programs and policies at Merrimack High School. You will find more specific information on line at www.sau26.org/mhs.

Traditionally, new and existing policies are reviewed, revised, or amended at the conclusion of the school year as needed as we prepare the new handbook for the upcoming school year.

The administrative team thanks you for the support it received from the Merrimack community during the 2016-2017 academic year. We continue to encourage you to assist us as we challenge our students academically while hoping they take advantage of our many athletic and co-curricular opportunities. I urge you to register for a PowerSchool account by visiting our main office.

By working together, we will continue to build our connected learning community. I ask that, as we prepare together to meet the challenges of a new academic year, we truly and actively embrace the spirit of our school motto, *“Believe, go forward, and inspire....”*

All my best to you and your family,

Kenneth W. Johnson



“Believe, go forward, and inspire . . .”



MERRIMACK HIGH SCHOOL

“Believe, go forward, and inspire!”

BELIEVE Our Mission:

Merrimack High School, in partnership with families and our community, provides each student with rigorous educational experiences that develop intellectual potential, physical and emotional well-being, and social stewardship. Students graduating from Merrimack High School will be competent, insightful, and creative thinkers able to compete in a diverse, global society.

GO FORWARD

Our Academic Expectations:

Merrimack Students will be engaged 21st century learners who actively explore material to acquire and comprehend new knowledge through:

- Critical, creative and inquisitive thinking
- Decision-making and problem-solving skills
- Interactive skills that effectively articulate and communicate thoughts and ideas
- Visual, technological, and informational literacy

INSPIRE

Our Civic and Social Expectations:

Merrimack students will be effective citizens of the world who exhibit school pride through support of school activities, involvement in community life, and who contribute positively to the global environment.

Please see below important information for the 2017–2018 school year

Hybrid/Competency–Based Grading System

With the Hybrid/Competency– Based Grading System we are preserving the look of the traditional report card/transcript while still meeting the state mandate for competency–based grading.

Some important features to point out:

- **Formal implementation began with school year 2015–2106**
- **Student receives the traditional grade and competency grades for each course**
- **Student earns course credit only when he/she meets the competencies**
- **If any one course competency is not met, the student receives an asterisk (*) in place of the final grade**
- **The student will be offered an opportunity for remediation of a competency when he/she scores a 1 on a scale of 1–4**
- **Attempts at remediation may be via assistance labs, credit recovery, Evening Academy, NovaNet, Summer School, etc.**
- **If a student fails via the traditional grade and yet passes the competencies, the student will be awarded a grade of MC (Met Competency); this grade will carry the weight of a D (65%)**
- **Competency grades will appear in the PowerSchool Parent–Student Portal only and will not appear on the report card or transcript**
- **Parents without internet access should contact the MHS Guidance department or the classroom teacher for competency grade data**

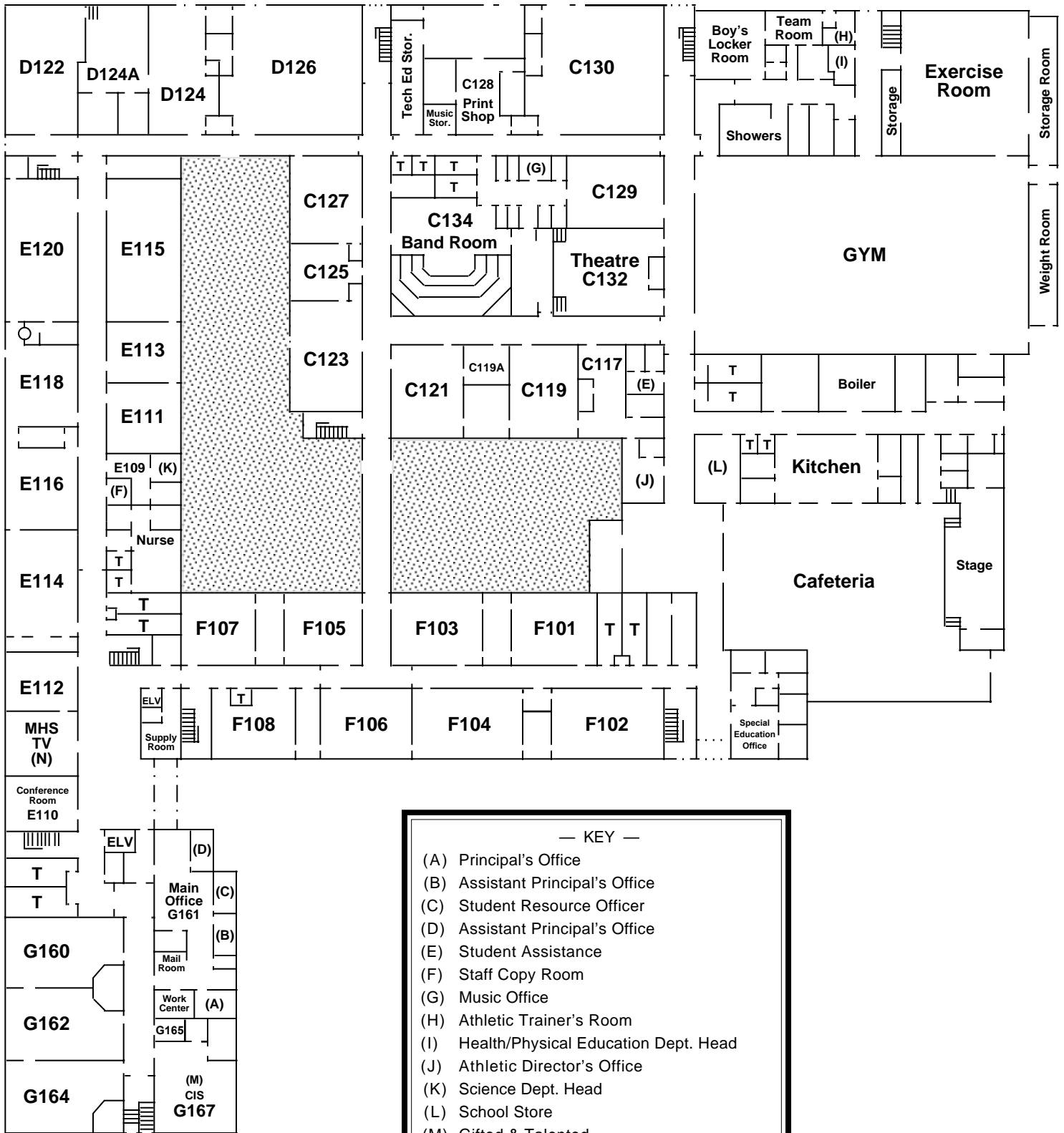
Health and P.E. Requirement

A total of one credit in Physical Education and a half credit (.5) in Health must be earned by all students before graduation. Beginning this year, students will be able to petition .5 Physical Education credit for participating in two seasons of “school sports” at the Junior Varsity and/or Varsity Level. This does not apply to the introductory P.E.–1, a required .5 credit course. This will be graded Pass/Fail on the MHS transcript and will not be factored into the student’s GPA. Credit may be awarded retroactively.

The Process:

- **Student meets with Athletic Director for initial approval and to obtain an application form**
- **Student receives approval from coach**
- **Student receives approval from Health/PE department chair**
- **Guidance department adds credit to the student transcript**

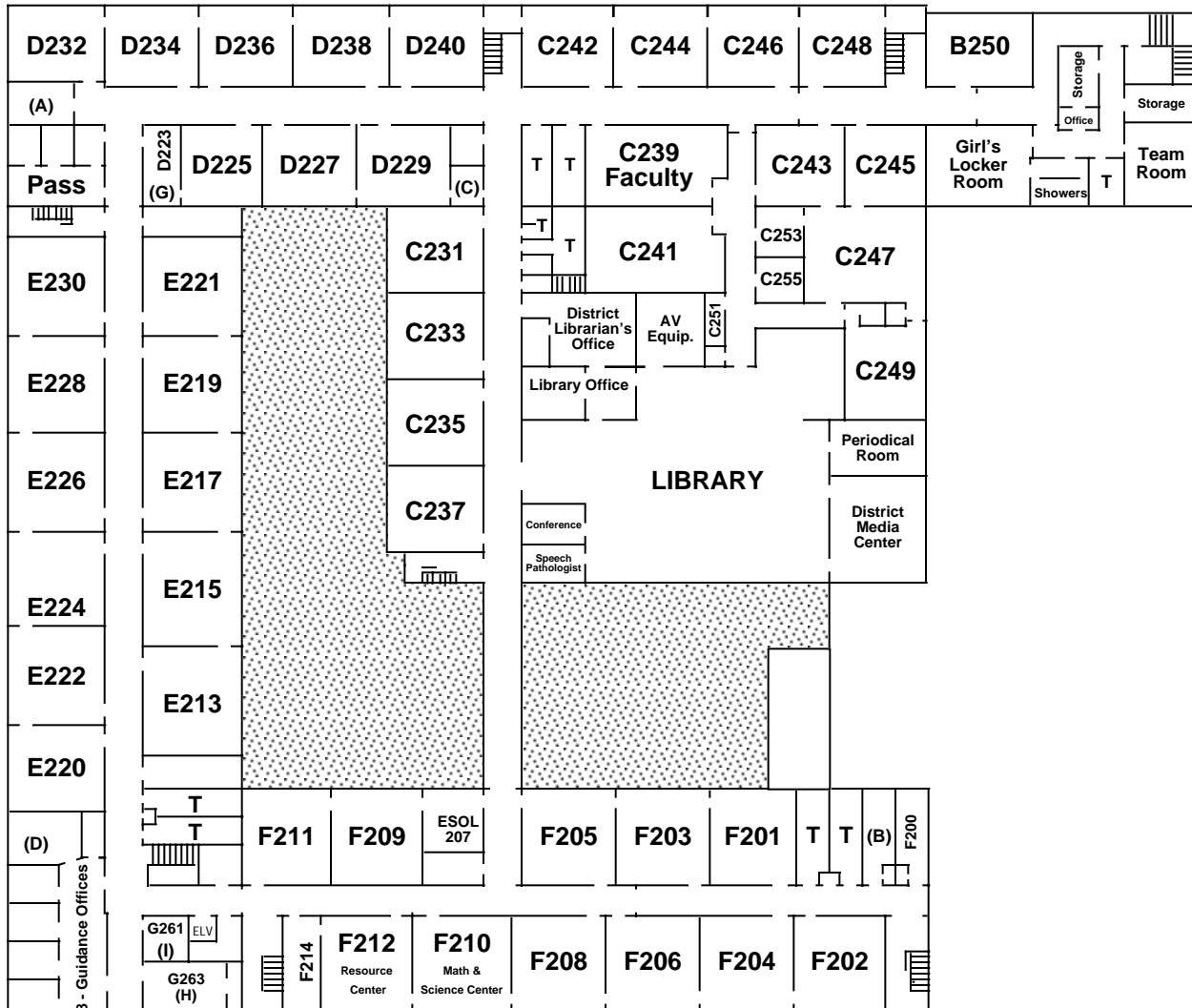
MERRIMACK HIGH SCHOOL – FIRST FLOOR



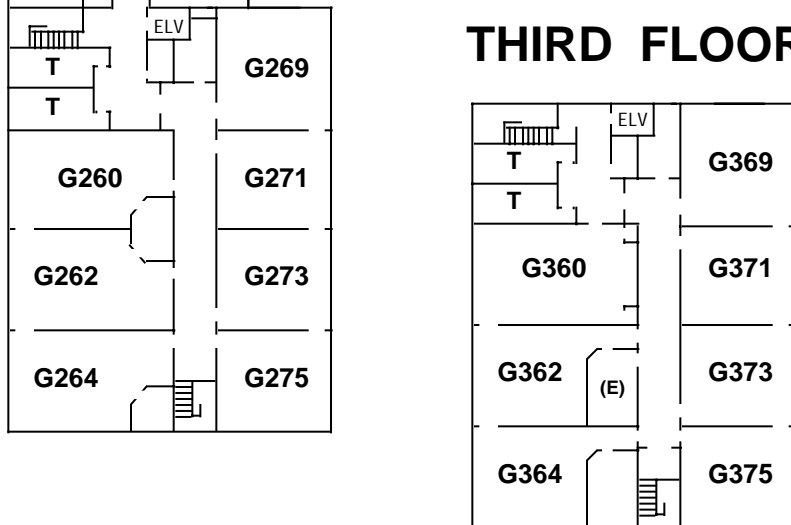
— KEY —

- (A) Principal's Office
- (B) Assistant Principal's Office
- (C) Student Resource Officer
- (D) Assistant Principal's Office
- (E) Student Assistance
- (F) Staff Copy Room
- (G) Music Office
- (H) Athletic Trainer's Room
- (I) Health/Physical Education Dept. Head
- (J) Athletic Director's Office
- (K) Science Dept. Head
- (L) School Store
- (M) Gifted & Talented
- (N) Tech Ed. Dept. Head
- T - Toilet

MERRIMACK HIGH SCHOOL – SECOND FLOOR



THIRD FLOOR

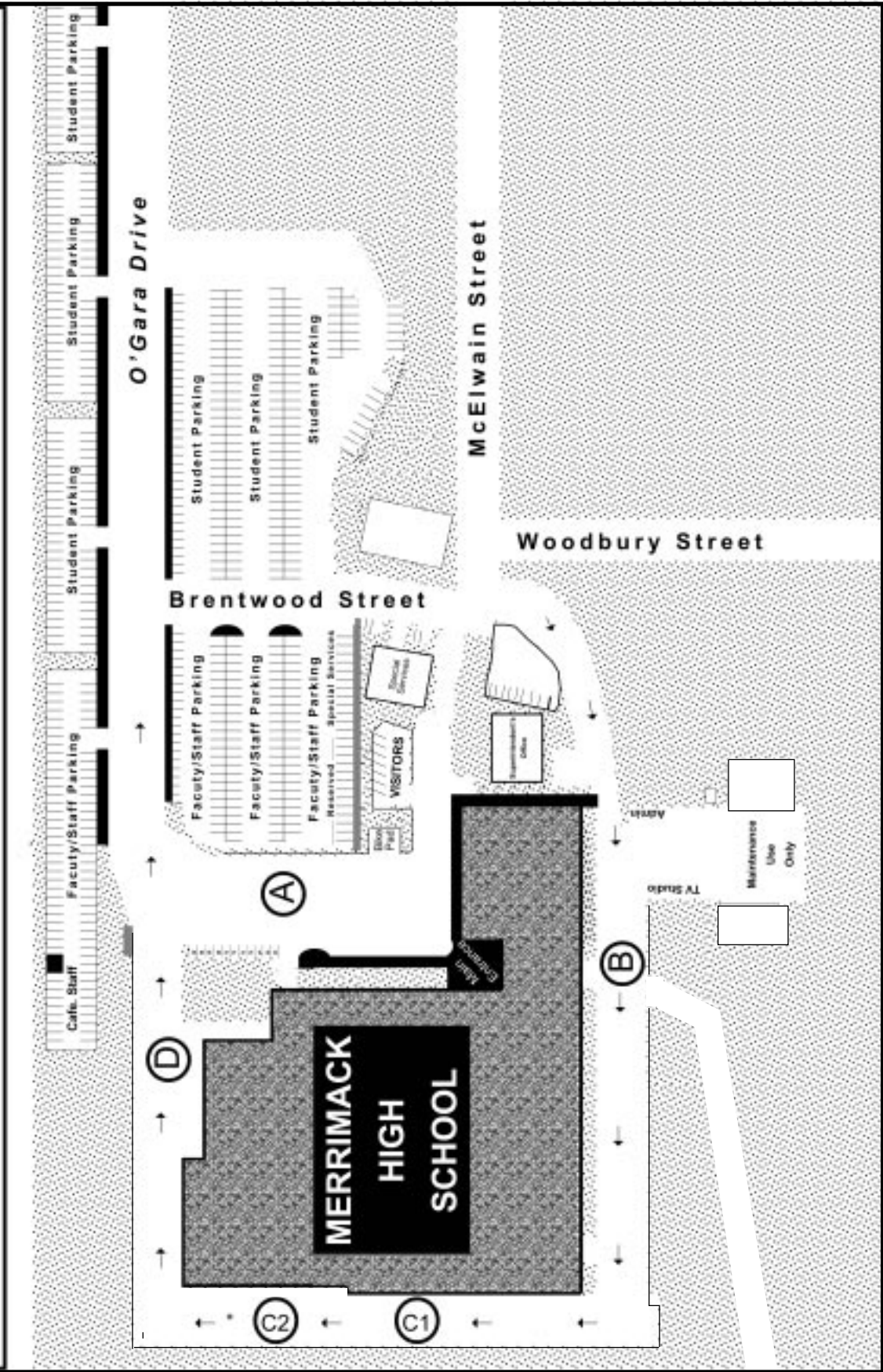


— KEY —

- (A) English Dept. Head
- (B) World Language Dept. Head
- (C) Math Dept. Head
- (D) Guidance Conference Room
- (E) Social Studies Dept. Head
- (F) Director of Guidance
- (G) Write Room
- (H) Student Assistance Room
- (I) Network Administrator
- (J) Technology Center
- (K) English and Social Studies Center

T - Toilet

MERRIMACK HIGH SCHOOL PARKING PLAN



REGULAR BELL SCHEDULE

Monday–Tuesday–Friday			Wednesday–Thursday		
1	7:30	– 8:15	1/2	7:30	– 9:00
2	8:19	– 9:04	3/4	9:04	– 10:34
3	9:08	– 9:53	HR	10:38	– 10:48
HR	9:57	– 10:10	5/6	10:52	– 12:41
4	10:14	– 10:59	Lunch : A - 10:52 - 11:17 B - 11:20 - 11:45 C - 11:48 - 12:13 D - 12:16 - 12:41		
5	11:03	– 11:48			
6	11:52	– 12:37			
7	12:41	– 1:26			
8	1:30	– 2:15	7/8	12:45	– 2:15

2 HOUR DELAYED BELL SCHEDULE

Monday–Tuesday–Friday			Wednesday–Thursday		
1	9:30	– 10:00	1/2	9:30	– 10:18
2	10:04	– 10:34	3/4	10:22	– 11:10
3	10:38	– 11:08	HR	11:14	– 11:24
HR	11:12	– 11:22	5/6	11:28	– 1:17
4	11:26	– 11:56	Lunch : A - 11:28 - 11:53 B - 11:56 - 12:21 C - 12:24 - 12:49 D - 12:52 - 1:17		
5	12:00	– 12:30			
6	12:34	– 1:04			
7	1:08	– 1:38			
8	1:42	– 2:15	7/8	1:21	– 2:15

— Students are encouraged to make arrangements with their teacher(s) for extra help!

ACADEMIC INFORMATION

Merrimack High School is a comprehensive high school serving approximately 1,200 students. Our philosophy and objectives are based on the belief that every student should develop his/her full potential academically, physically, and socially in accordance with his/her learning style and interests. As a member school of the New England Association of Schools and Colleges, we offer opportunities in all academic areas, in the fine, applied and technical arts, in physical education, health and business studies.

Each course offered at MHS has an outline which explains how a teacher will evaluate student progress in meeting course objectives. Teachers will provide students with written statements of grading procedures at the start of each course.

Report cards are issued twice a semester in each course. In addition to this formal report, students and parents are made aware of performance through progress reports, which are issued to all students midway through each quarter. Generally, report cards are issued 7-10 days after the close of the quarter. Report cards are issued to the student and need not be returned to the school. The dates when report cards and progress reports will be issued is announced in local newspapers, the MHS School Activities Calendar and on the MHS website (<http://www.sau26.org/mhs>).

Parents are encouraged to contact their student's guidance counselor if they have concerns about his/her schedule or academic progress (Refer to Student Services pg. 12). Parents may communicate directly with teachers through voice mail.

COURSE SELECTION

Students should carefully consider their course selections and involve teachers, counselors, and parents in the process. Course changes (adding or dropping classes) are discouraged after students complete their pre-enrollment forms each spring. Requests for course changes require a meeting with the student, teacher, parent, counselor, department head and case manager if appropriate. A written request must be submitted to a counselor before a meeting can be scheduled. This letter must include specific reasons for requesting this change. Up to the end of the fourth week of the semester, a drop will be recorded with no penalty. Any course dropped after the fourth week will result in Withdrawal/Failure (W/F) for that course. A student removed from a course for disciplinary reasons will receive an "F" grade for that course.

Students must be enrolled in a minimum of five (5) courses. Exceptions must be approved in advance by the MHS Administration.

INDEPENDENT STUDY

Students who have exhausted all course offerings in a department may investigate independent studies by contacting the department head. Independent Study forms are available in the Guidance Department. All courses must be approved prior to the beginning of the semester.

DIFFICULTY CRITERIA FOR COURSES

The difficulty criteria continuum is intended to emphasize the importance of setting appropriate expectations for all students. It is essential that the charts below and on the next page be viewed as a flexible guideline. Courses titled Advanced Placement (AP) follow the prescribed curriculum for taking AP exams to earn possible college credit.

CLASSES OF 2018 & 2019 CRITERIA FOR COURSES

	FUNDAMENTALS	STANDARD CURRICULUM	COLLEGE PREP	HONORS/AP
Goals of Course	To develop basic life, occupational, reading, verbal and writing skills, and critical thinking skills through content knowledge and application; to prepare students who may be concluding formal education after high school and entering the job market.	To develop reading, verbal, writing, and study skills and content knowledge; to apply skills to assignments and/or problems; to prepare students who plan to further their education or enter the world of work.	To develop higher level, reading, verbal, writing, and study skills, and content knowledge; to develop abstract, complex language and concepts through application to problem solving; to prepare students who plan on post-secondary education, including four year colleges.	To develop advanced thinking, reading, verbal and writing skills; to develop understanding of complex concepts and themes through extensive investigation and sophisticated language and subject matter; to prepare students who plan to attend a four year college.
Prerequisite Skills	Below average reading, writing, math, listening and/or study skills. Counselor/teacher RRT* recommendation or IEP*	Low average to average reading, writing, math, listening and/or study skills.	Average (grade level) to above average reading, writing, math, listening, and independent study skills.	Teacher recommendation; highly developed academic and independent study skills. High degree of motivation.
Methodology	Instruction is designed to meet the individual needs of students functioning below grade level, including hands-on teaching strategies, immediate feedback and a multi-sensory approach. Student/teacher ratio and use of teacher assistants enable substantive individualized instruction.	Instruction includes frequent student-teacher interaction, a multi-sensory approach, and practice and application of skills at a moderate rate of instruction.	Instruction assumes students are able to master content and concepts with little supervised practice and/or reteaching. Students must be ready for independent application of skills and concepts. The rate of instruction is brisk.	These advanced courses are taught at an accelerated pace. Students must be able to conduct complex research projects and apply skills and concepts independently.
Assignments	Highly structured assignments with reinforcement of taught concepts and skills based on class materials.	Structured reinforcement and extension of taught concepts and skills with moderate independent reading and use of resource materials.	Independent study and research, critical analysis as well as reinforcement and extension of text and resource materials.	In-depth analysis and synthesis of concepts and skills. This requires identification and independent use of resources beyond textbook/class materials.
Evaluation	Written/oral tests, directed activities or projects, practical applications and demonstrations.	Written/oral tests, practical applications, research reports, projects and demonstrations.	Written/oral tests, practical applications, independent research reports, projects and demonstrations.	Written/oral tests, practical applications, independent, complex research projects/ reports and demonstrations.

CLASSES OF 2020+ CRITERIA FOR COURSES

	FOUNDATIONS	COLLEGE PREP/COMPREHENSIVE	HONORS/AP
Goals of Course	To develop reading, verbal, writing, and study skills and content knowledge; to apply skills to assignments and/or problems; to prepare students who plan to further their education or enter the world of work.	To develop higher level, reading, verbal, writing, and study skills, and content knowledge; to develop abstract, complex language and concepts through application to problem solving; to prepare students who plan on post-secondary education, including four year colleges.	To develop advanced thinking, reading, verbal and writing skills; to develop understanding of complex concepts and themes through extensive investigation and sophisticated language and subject matter; to prepare students who plan to attend a four year college.
Prerequisite Skills	Low average to average reading, writing, math, listening and/or study skills.	Average (grade level) to above average reading, writing, math, listening, and independent study skills.	Teacher recommendation; highly developed academic and independent study skills. High degree of motivation.
Methodology	Instruction includes frequent student-teacher interaction, a multi-sensory approach, and practice and application of skills at a moderate rate of instruction.	Instruction assumes students are able to master content and concepts with little supervised practice and/or reteaching. Students must be ready for independent application of skills and concepts. The rate of instruction is brisk.	These advanced courses are taught at an accelerated pace. Students must be able to conduct complex research projects and apply skills and concepts independently.
Assignments	Structured reinforcement and extension of taught concepts and skills with moderate independent reading and use of resource materials.	Independent study and research, critical analysis as well as reinforcement and extension of text and resource materials.	In-depth analysis and synthesis of concepts and skills. This requires identification and independent use of resources beyond textbook/class materials.
Evaluation	Written/oral tests, practical applications, research reports, projects and demonstrations.	Written/oral tests, practical applications, independent research reports, projects and demonstrations.	Written/oral tests, practical applications, independent, complex research projects/ reports and demonstrations.

Though some courses require a prerequisite, this should not discourage students from seeking the advice of their counselors and teachers in taking a course where they may not have the prerequisite but have an interest in it and feel they can be successful. This includes Advanced Placement (AP) courses.

HOMEWORK

Homework is intended to support student learning by providing opportunities for practice based on the differentiated needs of students. Homework should be designed by the educator to support learning and **its completion is the responsibility of the student**, under the assumption that practice supports deeper learning. The consequence of non-compliance or insufficient care with homework assignments rests with the student and will NOT be factored into a final academic grade but will likely result in diminished understanding and performance and, by extension, a reduced academic grade.

Students may average 60-180 minutes of homework per night (total from all teachers). The following guidelines may be helpful to students:

- a. Ask for clarification if the assignment is not clearly understood.
- b. Record both daily and long-term assignments and due dates.
- c. Complete homework in proper form, as defined by the individual teacher.
- d. Submit homework on the assigned date.
- e. Arrange a proper study area at home and organize time to accomplish homework assignments.
- f. Establish a study schedule free from distraction (television, telephone, etc.).
- g. If you are absent and miss a class, speak to your teacher as soon as possible and get the missing work. If necessary,

make an appointment with your teacher to receive extra-help and to make-up labs, quizzes, and tests.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

Parents whose son/daughter has been absent for at least three consecutive days and will be out for more days may call the Guidance Department (424-6204, Ext. 2418) to arrange for work from teachers. Assignments will be ready to be picked up 24 hours after the parent has called.

The district attendance policy does not excuse days missed due to family vacations taken outside of those listed on the district calendar. It is encouraged that no lengthy projects, papers, and homework assignments be scheduled during district vacation days. This expectation is encouraged so that students and staff may use the time in non-school activities.

Note: Part-Time Jobs

12-15 YEAR OLDS MAY NOT WORK . . . during school hours, before 7:00 a.m. or after 9:00 p.m., more than 3 hours per day on school days, more than 8 hours per day on non-school days, more than 23 hours per week during school weeks, more than 48 hours per week during non-school weeks, hours may be stricter if employer is subject to FLSA.

16-17 YEAR OLDS MAY NOT WORK . . . more than 6 consecutive days, nor more than 30 hours per week during the school calendar week (Sunday-Saturday), more than 6 consecutive days nor more than 48 hours per week during school vacation weeks or summer vacation, more than 10 hours per day in manufacturing, nor more than 10 1/4 hours per day in manual or mechanical labor, nor more than 8 hours per night, if working at night.

Certificates shall be issued by principals of schools or persons authorized by them only after the determination of a satisfactory level of academic performance by the student, except that responsibility for supervision and coordination with the department

in matters pertaining to this chapter shall rest upon superintendents of schools. If a student does not continue to meet a satisfactory level of academic performance after the issuance of the certificate, the principals of schools or persons authorized by them may revoke the certificate. In the event principals of schools or their designees revoke a certificate, notification of the revocation shall be made to the parent or legal guardian, the employer of the student, and the department of labor within 48 hours. Upon receiving the notice of revocation, the department of labor shall investigate the compliance of the revocation within 90 days. (RSA 276-A:5)

Various studies have proven that part-time jobs are beneficial to students providing the number of hours are kept below a certain figure. The professional staff feels that the time spent on a job should not exceed the 20-25 hour time category. Most students working more than that hourly limit may experience negative results in their school studies. Also part-time jobs detract from student participation in the school's extra curricular activities.

Adopted MSB 4/7/86

MAKE-UP WORK / INCOMPLETES

Students may submit make-up work following an absence from class. However, it must be done in a reasonable amount of time to be determined by the teacher and student involved. The following will be used as guidelines:

- a minimum of one (1) day for each day absent will be granted for make-up work.
- it is a student's responsibility to meet with his/her teacher to make arrangements to complete make-up work due to absence or suspension.
- students are encouraged to meet with their guidance counselor to plan a schedule for make-up work after extended absences.
- "0" grade will be given for graded work missed due to class "cuts" and/or truancy.

In the case of a grade of "incomplete" received on a report card:

- the teacher and student involved must develop a written agreement including deadlines for make-up work. A copy of this agreement must be forwarded to the students' guidance counselor by the teacher.
- * grades of "incomplete" not completed by the deadline will become an "F."

CLASSES OF 2018-2019 MARKING SYSTEM - GPA

Rank in class and grade point average are weighted based on grades earned in each class. Refer to the following scales:

Numeric	Grade	Honors/AP	College Prep	Standard	Fundamental
97-100	A+	5.33	4.83	4.33	3.83
93-96	A	5.00	4.50	4.00	3.50
90-92	A-	4.67	4.17	3.67	3.17
87-89	B+	4.33	3.83	3.33	2.83
83-86	B	4.00	3.50	3.00	2.50
80-82	B-	3.67	3.17	2.67	2.17
77-79	C+	3.33	2.83	2.33	1.83
73-76	C	3.00	2.50	2.00	1.50
70-72	C-	2.67	2.17	1.67	1.17
65-69	D	2.00	1.50	1.00	0.50
0-64	F	0.00	0.00	0.00	0.00

CLASSES OF 2020+ MARKING SYSTEM - GPA

Rank in class and grade point average are weighted based on grades earned in each class. Refer to the following scales:

Numeric	Grade	Honors/AP	Comprehensive	Foundations
97-100	A+	5.33	4.83	4.33
93-96	A	5.00	4.50	4.00
90-92	A-	4.67	4.17	3.67
87-89	B+	4.33	3.83	3.33
83-86	B	4.00	3.50	3.00
80-82	B-	3.67	3.17	2.67
77-79	C+	3.33	2.83	2.33
73-76	C	3.00	2.50	2.00
70-72	C-	2.67	2.17	1.67
65-69	D	2.00	1.50	1.00
0-64	F	0.00	0.00	0.00

HONOR ROLL

A student must be enrolled in a minimum of 2.5 credits per semester in order to qualify for the honor roll.

High Honors — All A's
Honors — All A's and B's

Exception: A student is considered for the Honor Roll with one (1) "C" or better but not a "C-" provided that the student has achieved at least one "A" in another major subject. A major subject is defined as one which meets a minimum of 225 minutes per week and carries a .5 credit weight. A student must be carrying a 5-class course load to qualify. Honor roll is by quarter only, not semester.

NEW HAMPSHIRE SCHOLARS PROGRAM

The New Hampshire Scholars Program recommends a Core Course of Study to high school students giving every participating student the advantage of well-rounded, more challenging coursework in English, Math, Science, Social Studies and Foreign Language. Students who undertake this rigorous Core Course of Study will challenge themselves to do their best work during their high school career and will enjoy a wider range of postsecondary options upon graduation.

New Hampshire Scholars spells out some of the courses you have to take.

- English - 4 years;
- Math - 3 years, to include Algebra I, Geometry, and Algebra II;
- Laboratory Science - 3 years of basic Laboratory Science, to include Biology, Chemistry, and Physics;
- Social Studies - 3.5 years, (chosen from U.S. and World History, World Geography, Economics, and Government); and
- Foreign Language - 2 years of the same foreign language other than English.

Students who complete this Core Course of Study will be prepared both for college and work. They will also be recognized at graduation as New Hampshire Scholars. Please contact the main office or the guidance department for more details.

CREDIT RECOVERY PROGRAMS

EVENING ACADEMY FALL/SPRING

The Merrimack High School Evening Academy will be held each semester beginning September 2017 for the first semester and February 2018 for the second semester. Students who need to

earn make up credit can choose a .5 credit course that can help them fulfill a graduation requirement. In addition to offering core graduation requirements some elective classes will be offered. Students may not take classes they have previously passed, and classes will be weighted at the standard level. Additional information can be obtained in the guidance office.

SUMMER INSTITUTE PROGRAM

Credit recovery courses are available for students who have failed a class during the regular school year. Classes are tuition based and run two hours per day during a six-week session. Two class sessions are offered each day in the following subject areas: English (9, 10, 11 & 12), Algebra 1, Geometry, Physical Science, Biology, United States History, Economics, Civics & World Studies. The Summer Institute begins in the last week of June and finishes in the first week of August.

The 8.5 Summer Academy is available for all incoming 9th grade students to improve and build upon academic and enrichment skills prior to entering Merrimack High School in the subject areas of English, math, science and social studies. This program is tuition free and credit-earning for students who successfully complete the six-week program.

To acquire more information, contact your guidance counselor or the Summer Institute director.

FINAL EXAMINATIONS

At the end of every semester, there will be a final examination in each course. For second semester seniors, these examinations will be given at the discretion of the teacher (such exams should be noted in the course syllabus). Exams will contain a fair sampling of the work of the entire semester.

1. All final assessments will count as 20% of the semester grade.
2. All students must be present during the scheduled exam period.
3. Teachers may utilize traditional assessments, performance-based assessments and authentic assessments. In order to facilitate these alternative assessments, teachers have the opportunity to conduct part of the assessment outside the scheduled exam period. (e.g. A teacher may have a two part assessment: one part could be an authentic assessment done during scheduled class time, and the second could be a traditional assessment done during the scheduled exam period).
4. Due to the increased emphasis on final exams, it is recommended that teachers provide a thorough review for the students.
5. All final exams must be reviewed and approved by the department chairperson prior to administering the exam.
6. All of these changes should be presented to the students at the beginning of the course in the teacher's policies and procedures.

At the end of the 2nd and 4th quarters, students will receive a quarter grade, their exam grade and a semester grade. The semester grade is recorded on the student's transcript.

Students must be on time for/and attend all their final examinations. If there are extreme circumstances that prevent this from happening, the student's parent or guardian must notify the high school before the exam period on that day. To be permitted to take a make-up exam, a student will need written permission from his/her Assistant Principal.

PROGRESS TOWARDS GRADUATION

Students who meet or exceed the credits listed below by the completion of the school year, are making satisfactory progress toward graduation.

Freshman	=	5.5 credits
Sophomore	=	10.5 credits
Junior	=	15.5 credits

GRADUATION REQUIREMENTS

Seniors who have completed departmental requirements and who have earned the appropriate number of credits for graduation (21) or students whose individual cases have been approved by the Academic Review Council are allowed to participate in commencement exercises.

All students who attend Merrimack High School will be given the opportunity and are expected to meet the graduation requirements and to receive standard diplomas provided they are enrolled and in regular attendance at Merrimack High School for at least one semester in their final year. Whenever appropriate, students with disabilities will be expected to participate in the same broad array of courses of study as their non-disabled peers.

DIFFERENTIATED DIPLOMAS

Merrimack High School offers a standard diploma, a modified curriculum diploma, and a certificate of completion.

Standard Diploma

A standard diploma will be issued to students who successfully complete 21 credits and meet the specific course requirements as delineated below and outlined in the MHS Program of Studies. Meeting such requirements may include individually determined modifications to instructional and assessment methods.

<u>Course Requirements</u>	<u>Credits</u>
English	4.0 credits
Social Studies	2.5 credits
Math	3.0 credits
Science	2.0 credits
Health	.5 credits
Physical Education	1.0 credits
Arts Education	.5 credits
Computer Education	.5 credits
Open Electives	<u>7.0 credits</u>
Total	21.0 credits

Standard Diploma With Honors

A standard diploma with honors will be issued to students who meet the above criteria and are in the top 15 percent of the graduating class as determined by the weighted grade point average (GPA).

Modified Curriculum Diploma

A modified curriculum diploma is available only to those students who are unable to fulfill the requirements for a standard diploma even with reasonable accommodations, modifications and supports. A student's eligibility to pursue this option will be determined by his/her IEP team. A modified curriculum diploma will be issued when the course performance expectations have been fundamentally and substantially modified, and the student has

1. completed a minimum of four years of high school.
2. met the requirements of his/her Individualized Education Plan (IEP) as determined by the IEP team.

3. or completed a program which was reviewed and approved by the Academic Review Council.

Certificate of Completion

A certificate of completion may be issued to students who have

1. completed a minimum of four years of high school
2. acquired 18.5 credits which include the following:

English	3.5 credits
Social Studies	2.0 credits
Mathematics	2.5 credits
Science	1.5 credits
Electives	<u>9.0 credits</u>
Total	18.5 credits
3. Or completed a program which was reviewed and approved by the Academic Review Council **BEFORE** the start of the program.

Standard Diploma – Special Considerations

Early Graduation

- A. Definition of an early graduate is a student who wishes to leave school either after the completion of his/her junior year or after first semester of his/her senior year but before his/her class is scheduled to graduate.
- B. Students and/or their parents **MUST** make this request in writing to the principal in the fall of their sophomore year.
- C. The Academic Review Council will need to consider how the student will complete his/her four years of English in the allotted time requested for early graduation along with any other high school requirements.

Other Special Considerations

- A. Students who transfer to Merrimack High School during their senior year and cannot meet the requirements for the standard diploma will have their transcripts reviewed by the Director of Guidance, Assistant Superintendent for Curriculum, and the Principal. After careful review and analysis of the transcripts, this group will determine the specific requirements for graduation, and notify the student and parent of the decision. Parents, guardians and/or students will be entitled upon request to an explanation of the decision. They will be given an opportunity to present their views.
- B. Students who transfer to Merrimack High School prior to their senior year will be expected to meet the graduation criteria for a standard diploma as stated in the Merrimack High School Program of Studies.
- C. Students who have not completed Merrimack High School requirements for a standard diploma, but who submit evidence of full matriculation and satisfactory completion of a minimum of one year or 30 hours in an accredited college or university, will be awarded a standard diploma. These students, however, must have been full-time students in good academic standing for at least two years at Merrimack High School.
- D. A student who has followed the approved Diploma Program Process for Home Educated Students has the opportunity to earn a standard diploma. The student must enroll in MHS at the age of 16 or at the beginning of his/her junior year (11th grade), whichever comes first.
- E. Any other requests for a standard diploma will be reviewed by the Academic Review Council.

Students may participate in only one graduation exercise either at the time of receiving a standard diploma, modified curriculum diploma or a certificate of completion. Students returning for a fifth year may participate in senior week activities if they will be completing all graduation requirements by the end of the following fall semester. No student may participate in more than one set of senior week activities.

The Academic Review Council will consist of the following people:

- High School Principal
- Director of Special Services
- Assistant Superintendent for Curriculum
- Director of Guidance
- An Assistant Principal
- A Department Head

Approved Merrimack School Board - 6/1/98

ACADEMIC REVIEW PROTOCOL

Any student wishing to take classes at another school or institution in order to meet MHS graduation requirements must apply to and receive approval from the Academic Review Council **PRIOR** to starting these classes.

A letter of intent must be written and delivered to the principal of the high school stating what his/her intentions are. The letter should include the following:

- The name/s of the courses you wish to take and where you wish to take them.
- A syllabus of all the classes you wish to take so the council may assess how well they align with the courses offered at MHS.
- How often the class meets per semester so the proper credit value can be assessed and established. This should include how many times a week the class meets, how long each class is per meeting, and when the class starts and finishes for the semester.
- How much credit value are you requesting?

The student's counselor will prepare a packet for the principal with the following information for the council to review at the time of the meeting.

- A copy of the student's most recent transcript.
- A copy of the student's most recent report card.
- A copy of the student's most recent progress report.
- A copy of the student's current schedule.
- A statement on how they feel about the student's request.

The student's guidance counselor is expected to attend this meeting to offer any input they may have. The counselor is not a voting member of the council.

Once the letter is received by the principal and he believes the request meets Academic Review guidelines, he will have his secretary set a date for the Academic review Council to meet with the parents, the student, and his/her respective guidance counselor.

At the Academic Review Council meeting, the principal will introduce all the members of the council to the parents and student and then explain how the meeting will be conducted. It is expected that the parent and/or the student will verbally present the request to the council with an explanation of why he/she wants to do what he/she is requesting. Once this is done, the committee members may ask questions of the student, his/her parent, and/or counselor.

After the parents and their son/daughter have presented the request and the council has exhausted all their questions of the family, the family along with the guidance counselor, will be excused from the meeting. At this time the council will discuss the merits of the request and then formally take a vote approving or disapproving the request.

The principal may then call the family with the decision of the council. In addition, he will put in writing the committee's decision along with an action plan (if necessary). Each committee member, along with the student's counselor, will receive a copy of the letter that will be mailed to the parents.

A request through the Academic Review Council to earn credit for completing an online or virtual course can be considered only if the course is taught by a certified teacher.

Prior to the student enrolling for an **online or virtual course**, he/she must **first** meet necessary prerequisites, **second**, have the recommendation of a Merrimack High School guidance counselor and, **third**, the recommendation of the department chairperson in the related discipline. Credit for the course will not be recognized until an official grade has been received and registered.

Students availing themselves of alternative credit methods will participate in all assessments required by the statewide education improvement and assessment program. A student may apply no more than **four alternative credits** (2 required credits and two elective credits) toward the mandatory minimum for a Merrimack High School Diploma. All necessary paperwork is available through the guidance office.

MHS EXTENDED LEARNING OPPORTUNITY POLICY

An **Extended Learning Opportunity (ELO)** credit may be afforded to a Merrimack High School student subject to review by the Academic Review Council (ARC). The council will review *only student-initiated requests* submitted to the principal, *and will only issue elective credit* for its successful completion and the demonstrated mastery of predetermined competencies. Such an ELO request must meet the following minimum requirements:

- The activity must promote the school's mission *and* must be consistent with the student's educational goals and objectives;
- The activity must meet rigorous standards *and* be approved by the ARC prior to its beginning;
- The activity must provide an opportunity for the student to acquire knowledge and skill development *comparable* to knowledge and skill development in courses offered at the high school;
- The activity must be student-initiated with the student directly responsible for selecting, organizing, and completing the ELO;

Elective credit will only be awarded once a student has successfully demonstrated competencies agreed to by the student and the members of the ARC prior to the beginning of the ELO.

Please see the Program of Studies for additional information on graduation requirements.

The Program of Studies can be found on the internet at the web site noted on the front cover.

STUDENT SERVICES

GUIDANCE DEPARTMENT

Director of Guidance: Deborah Barker

School counselors assist in academic, personal, career and college planning. Counselors meet with students individually and in groups as they deliver a comprehensive guidance curriculum. Counselors provide crisis intervention, referral services and resources as needed.

Students are encouraged to seek the assistance of their counselor for critical issues or emergencies at any time. For routine matters, students are asked to schedule an appointment by filling out an appointment slip in the Guidance Office.

College Board Registration Calendar (SAT I and SAT II) 2017 - 2018

<u>Test Date</u>	<u>Registration</u>	<u>Late Registration</u>
October 7	September 8	Sept. 19-27
November 4	October 5	October 17-25
December 3	November 3	Nov. 14-21
January 21	December 21	January 3
March 10	February 9	February 21-28
May 5	April 6	April 17-25
June 2	May 9	May 15-23

Registration information can be found at: www.collegeboard.com

American College Testing (ACT)

<u>Test Date</u>	<u>Registration Closes</u>	<u>Late Registration</u>
September 9	August 4	August 5-18
October 28	September 22	Sept. 23-Oct. 6
December 9	November 3	November 4-17
February 10*	January 12	January 13-19
April 14	March 9	March 10-23
June 9	May 4	May 6-18
July 14*	June 15	June 16-22

Registration information can be found at: www.actstudent.org

Merrimack High School Code Number 300405

Advanced Placement Program Examinations

These tests will be given at Merrimack High School in May. See Ms. Mandra for details.

HEALTH SERVICES

Merrimack High School provides a school nurse each day when school is in session. Students may seek the assistance of the school nurse for a medical emergency at any time. Otherwise, students should report to their assigned classes to receive passes to the nurse. Students must sign the nurse's log when they enter the office.

STUDENT ASSISTANCE LABS

Merrimack High School provides an English Lab, a Math Lab, a Social Studies Lab, and a Science Lab.

SPECIAL EDUCATION SERVICES

The department of Special Education provides diagnostic, remedial and consultative services for special needs students in all grades. Special needs students are defined as students who need

additional services outside of the classroom program. The Referral Review Team initially processes referrals and if there is a recommendation for evaluation, a formal team meeting is held to design an Individual Education Plan.

Those students and parents interested in special services should refer to the school district's *Procedural Safeguards Booklet for Parents* available from the Department of Special Services (424-6211) or the high school Special Education Director at 424-6204.

STUDENT ACTIVITIES

Merrimack High School provides a wide variety of extra-curricular, curricular-related, and social activities and clubs. We believe that every student should become involved beyond the classroom as a way of meeting friends, learning new skills, discovering new capabilities, building character and leadership, providing a service to the school and community, and just having fun.

Attendance at or participation in interscholastic sports and student activities are a privilege. Any violation or violations of the *Policy On Behavior Expectations and Discipline Code* may result in suspension from these athletic events and student activities. Furthermore, dances, class based events, Sophomore Semi, Jr. Prom, senior week (including graduation ceremony) are examples of activities that students could be excluded from if they violate school rules. Student attendance and lack of progress toward graduation are also factors that may lead to the suspension from the activities listed above.

Some of the clubs and activities will change yearly, depending upon student interest. A list of current activities and their advisors is listed below.

Aquatics Club	Adam French
Archery Club	Lisa Perrault
Broadcast Club	Jan Moynihan-Cooney
China Cultural Exchange	Priscilla Croteau
Class Activities Coordinator	Jody Cole
Color Guard	Lelia Dutton
Distributive Education Club of America	Tammy Lambrou
Director of Theatre/Drama	Jessica Goodman
Environthon	Marla Jones
F.I.R.S.T.	Margie Petrovic, Chris Petrovic, Lindsey Delorenzo
Gay/Straight Alliance	TBA
Glass Art Club	Carolyn Rordam
Graduation Advisor	Priscilla Croteau
History Club	Lindsey Siebert
Interact Club	Eileen Banfield, Jessica Gott
Life Smarts	Caroline Masterson
Literary Magazine	Naomi Halvorson
Math Team	Carol Smith, Natalie Cate
Model UN	Lindsey Siebert
National Art Honor Society	Shanna Gray
National Honor Society	Jan Moynihan-Cooney, Reggie Bates
Newspaper Advisor	Rond Delude, Emily Dutton
NH Scholars	Cassie Soulios
Outdoor Club	Josh Pelton
Quiz Bowl	Sara Campbell
Random Acts of Kindness	Linda Mandra
Science Olympiad	Mary-Alice Corliss
Senior Service Day	Trevor Knight
Spanish Club	Milagros Santiago
Student Council	Connor Phelps, Lucas Woods

Students Against Destructive Decisions	Amy-Larkin-Perez
We The People	TBA
Yearbook	Christine Randolph, Cassie Soulios
Youth & Government	TBA

Students who wish to start an activity or club that is not listed will need to meet with Peter Bergeron, Assistant Principal. All newly proposed clubs and activities may be subject to review by the Co-curricular Advisory Council.

INTERSCHOLASTIC ATHLETICS

Merrimack High School offers the following interscholastic athletic activities. The varsity teams are listed below with their coaches, but most of these sports also have freshman and junior varsity teams. Athletes must pass four units of work and have a 1.67/C- to be eligible to participate in interscholastic athletics. See page 34 for more detailed information.

Fall Sports

Bass Fishing	TBD
Boys' Cross Country	Kevin Champigny
Girls' Cross Country	Cathy Merra
Boys' Soccer	Mark Papp
Girls' Soccer	Rick Morgan
Field Hockey	Ann MacLean
Football	Kip Jackson
Golf	Don Chisholm
Spirit	Ashley Hart
Volleyball	Tammy Lambrou

Winter Sports

Alpine Skiing	Mary Henault
Bowling	Josh Pelton
Boys' Basketball	Tim Goodridge
Boys' Indoor Track	John Snell
Girls' Basketball	Courtney Cheetham
Girls' Indoor Track	Shawn Croteau
Ice Hockey	Dan Belliveau
Boys' & Girls' Swimming	Audra Saunders
Spirit	Ashley Hart
Wrestling	Tim McMahon

Spring Sports

Baseball	TBD
Boys' Lacrosse	Brian Miller
Boys' Tennis	Adam French
Boys' Track & Field	John Snell
Girls' Lacrosse	Sarah Rothhaus
Girls' Tennis	Susan Cloutier
Girls' Track & Field	Shawn Croteau
Softball	Jim Peltak
Coed Unified Volleyball	Liz Dodd

NATIONAL HONOR SOCIETY

Members of the Robert McGaw Chapter of the National Honor Society must have established fine records of service and academic achievement as well as possess qualities of leadership and good character. The society is a service organization that provides for the needs of the school and the community, including a number of service projects in and out of the high school community.

Guidelines for National Honor Society Selection

1. For all candidates the grade point cumulative average at the end of the second semester of the Sophomore or Junior year

must be 3.83 or better.

2. All students meeting the above scholastic eligibility requirement will be invited to a meeting with the advisor(s) where they will
 - be informed about the National Honor Society and its responsibilities, and
 - be given the "service rating sheet."
3. All staff members are asked to rate the students whom they know on their leadership and character qualities. They are also given an opportunity to comment on the student's conduct, both positively and constructively, to assist the faculty council in its final decision. A minimum number of teacher ratings is required.
4. Students must complete their "Service Rating Sheet" and achieve a minimum number of 8 activity points, a teacher rating of at least 7.5 each for Character and Leadership and 25 hours per year of community service in order to be considered for membership in the NHS.
5. A five member faculty council, appointed by the Principal, will evaluate "Service Rating Sheets" and teacher ratings. Candidates are notified by letter whether or not they have been nominated following the faculty council meeting. Those who have not been nominated may with an advisor in person to discuss areas in their profile that they might strengthen. Students who were not nominated may also meet with the MHS Assistant Principal for further information about the decision.

The above guidelines are in compliance with the National Honor Society Handbook. These guidelines are subject to change whenever there are updates or regulation changes made in the National Constitution or the By-Laws.

All NHS members must maintain the standards of service, character, leadership and scholarship. Any student whose GPA drops below the 3.83 level, who misses a major service commitment or two NHS meetings without being excused, or who has a significant discipline incident will be placed on probation. The student and his/her parents will receive written notification that s/he will have one semester in which to remedy the deficiency. If, at the end of that time, the student still falls short of the standard for membership, the faculty council will meet to vote on his/her status. The student and his/her parents will be notified about the meeting and given the opportunity to present the student's case to the Council.

NATIONAL HONOR SOCIETY OFFICERS

2017 - 2018

President Cameron Grace
 Vice President Colin Wandell
 Secretary Grace Corbett
 Treasurer Emily Tibbits
 Historian Amanda Majchrzak
 Public Relations Megan Brule
 Advisors .. Jan Moynihan-Cooney, Reggie Bates

STUDENT COUNCIL

Student Council members are elected representatives of the student body at large. Among its responsibilities, the Student Council sponsors assemblies, organizes service projects, and serves as a liaison between students and the faculty.

2017-18 STUDENT COUNCIL OFFICERS

Executive Board

President Erin Ortega
 Vice President Lauren Brennan
 Secretary TBA
 Treasurer TBA
 School Board
 RepresentativesNate Livie, Chris Puzzo
 Advisor Conor Phelps, Lucas Woods

STUDENT COUNCIL GENERAL MEMBERS

Class of 2018

Callie Beard	Jolie Jacoby
Nick Buda	Cierra Slade
Jenna Chambers	Sara Wozniak
Victoria Cunha	Abigail Yuan
Madison Dyer	

Class of 2019

Chris Frank	Blaise Notter
Marly Laberge	Andrew Pitten
Chloe Lemire	Eric Stack
Stephanie Matte	Jessica Trahan
Katelyn McCarthy	Hunter Webb

Class of 2020

Sydney Bissonette	Erin Murray
Cole Camberlain	Kayla Sanchez
Tim Eckert	Megan Senecal
Olivia Encarnacao	Grace Sullivan
Mel Hutchinson	Mason Walters

Class of 2020

To be elected Fall 2016

CLASS OFFICERS

Class Officers are elected each spring. Along with the faculty advisor(s), the officers oversee class activities.

Class of 2018

President Dan Differ
 Vice President Patrick Steines
 Secretary Sydney Duval
 Treasurer Colin Wandell
 Faculty Advisors Kevin Champigny
 Marcy Pope

Class of 2019

President Robert DeFelice
 Vice President Caitlyn Moran
 Secretary Devon Mitchell
 Treasurer Liam Nguyen
 Faculty Advisors Lucas Woods
 Elizabeth Dodd

Class of 2020

President Cassie Child
 Vice President Brenae Dubis
 Secretary Britney Fisher
 Treasurer Olivia Gage
 Faculty Advisors TBA

Class of 2021

To be elected Fall 2017

Faculty Advisors TBA

NOTES ON STUDENT ACTIVITIES

Attendance: Students must follow the Merrimack School District Co-Curricular Code. Please refer to pages 35-37.

Behavior: The School Board **Policy on Behavior Expectations and Discipline Code** for Merrimack High School is in force at all student activities. Several clubs and organizations have constitutional articles which also discuss behavioral expectations and are part of the organization's by-laws. The **Merrimack School District Co-Curricular Code** and the NHIAA codes also include additional stipulations.

Buses: There are late buses daily at at 4:00 p.m. for students who participate in after-school activities.

STUDENT CONGRESS

The MHS Student Congress is a student led group comprised of representatives from each homeroom, class officers, club leaders and athletic leaders. The group of approximately 125 students meets monthly to discuss pertinent school issues that are raised by the student body. Administration works with the Student Congress to implement changes.

ATTENDANCE / TRUANCY

MERRIMACK SCHOOL BOARD ATTENDANCE POLICY

Absences

The board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent classroom educational progress.

Attendance shall be required of all students enrolled in the school District during the days and hours that school is in session. The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Bereavment
6. Religious holiday
7. Absence excused by an administrator (e.g. adoption, family illness), or permitted by law

Any absence that has not been excused for one of the reasons listed above will be considered an unexcused absence.

In the event of an illness, parents must call and inform the school. For other excused absences, parents must provide written notice or a written excuse that states one of the reasons for non-attendance. The Principal or his/her designee may require parents to provide additional documentation in support of their written notice, including, but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

The Principal or his/her designee may excuse a student for absences when receiving satisfactory evidence of conditions or reasons that may likely cause the student's absence. If parents wish for their child(ren) to be absent for a reason not listed above, the parents must provide a written explanation of the reason for that absence, including why and for how long the student will be absent. The Principal or his/her designee will make a determination

whether the stated reason for the student's absence constitutes good cause and will notify the parents in writing of his/her decision. If the Principal or his/her designee determines that good cause does not exist, the parents may request a conference with the Principal or his/her designee to again explain the reasons for non-attendance. The Principal or his/her designee may then reconsider the initial determination.

Family Trips/Educational Opportunities

The school Principal or his/her designee may also grant an excused absence for family trips, under the following conditions:

- Parents are required to provide, in writing, a note to the Principal at least two weeks prior to the trip explaining the reason for the absence, including why and for how long the student will be absent due to the trip.
- The Principal must make a determination and will provide written notification of his/her decision to the parent in advance of the trip.

Please note that, even in the event of an excused absence due to a family trip, the report card must still reflect the absences.

Truancy

Truancy is defined as any unexcused absence from class or school.

Ten half-days or five full days of unexcused absence during a school year constitute habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or his/her designee or Truant Officer is hereby designated as a District employee responsible for overseeing truancy issues.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along with the recommendations listed below. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/guardians.
2. Assist school staff in developing site-based attendance teams.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites on an individual basis as a targeted intervention that rewards and celebrates good attendance and significant improvements in attendance.

Intervention Process to Address Truancy

The Principal or his/her designee shall ensure that the administrative guidelines on attendance properly address the matter of truancy by utilizing a building attendance team whose role is to identify students who are habitually truant as defined above.

When the Principal or his/her designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence a tiered intervention with the

student, the student's parents, and other staff members as may be deemed necessary. The tiered intervention shall be comprised of processes including, but not limited to:

1. Investigate the cause(s) of the student's truant behavior;
2. Consider, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;
3. Involve the parents/guardians in the development of a plan designed to reduce the truancy;
4. Seek alternative disciplinary measures, but still retain the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

Parent/Guardian Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or his/her designee will send the student's parent/guardian a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's/guardian's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents/guardians and the Principal or his/her designee to discuss the student's truancy and develop a plan for reducing the student's truancy.

Parent/Guardian Notification of Truancy Policy

The Superintendent shall ensure that this policy is included in or referenced in the parent/student handbook and is communicated to parents/guardians annually at the beginning of each school year.

MHS PROCEDURES and POLICIES

ACCIDENTS

All accidents must be reported to the school nurse. Accident forms are available in the Main Office.

ALCOHOL AND DRUG USE/ABUSE

Students who possess or use any alcoholic beverage(s), illegal narcotic(s), dangerous drugs(s), or intoxicants(s) of any kind shall receive disciplinary action immediately.

The policies and procedures governing alcohol and drug infractions shall also apply to students who **possess, use** and/or **distribute** (by any means) "look-alike" capsules, tablets, powders, liquids, and over the counter drugs. This would include caffeine pills, unauthorized use or possession of prescription or non-prescription drugs, and mood-altering inhalants including but not limited to glue, spray paint, whiteout, etc.

Students suspected of drug and/or alcohol use during the school day may be referred to the school nurse for medical assessment. If an administrator has reasonable suspicion that a student has consumed and/or is under the influence, a breathalyzer may be employed to further confirm alcohol use. Failure to take the test does not necessarily admit guilt.

Policy on Behavior Expectations and Discipline Code
Approved MSB 7/10/94

MHS has entered into a partnership with the Youth Council and the Youth Educational Employment Service (YEES) Program for student assistance programs. The YEES program works with the

student and his/her family to develop positive decision-making skills through mediation, intensive supervision, communication, and job training. The youth council offers screening and assessments, affordable counseling, parenting classes, and groups to help students make healthy decisions.

ASSEMBLIES

Students are expected to follow the guidelines below when attending any assembly program at MHS. This includes, but is not limited to spirit week assembly, pep rallies, guest speakers, play or dramatic presentations, music or dance performances, recognition assemblies, and class or group meetings.

Assembly Expectations

1. Always show respect to the speaker, performer and classmates.
2. Demonstrate appropriate behavior for the type of assembly you are invited to attend.
3. Do not enter or leave the assembly area while a performance is going on or while a speaker is talking.

MHS ATTENDANCE POLICIES

Absenteeism from School

Parents and students are expected to share with the school the responsibilities for regular attendance. The school should be notified of any anticipated student absences by a parent who will call in the absence before 9:00 a.m. by dialing 424-6204, and then dialing a 1 when prompted; however, a parent may leave a voice mail message at any time to the Attendance Clerk, by dialing the above numbers. Parents wishing to remove their son/daughter from school for an extended period of time must put a request in writing to the Principal two weeks in advance. These days will be counted toward the ten (10) day limit. Students are expected to make up all missed work.

Class Absence Limit

To receive credit for a course that meets 4 times a week, a student must not exceed the ten-day absence limit. To receive credit for a course meeting 2 times a week, a student must not exceed 5 absences respectively.

A class that is missed because of a school-sponsored activity:

- field trip
- athletic activity
- academic visit verified through the Guidance Office

will not be considered an absence, but a school-related activity. Out-of-School Suspension days are not counted toward the attendance policy.

It is important that students and parents realize that the days of absence in this policy are not to be considered as approved days to be absent from class. **THESE DAYS SHOULD BE CONSIDERED AS A BANK FOR SICK OR EMERGENCY DAYS AND USED ONLY WHEN NEEDED.** Presenting a parent's or doctor's note will not clear an absence for personal absence unless it is for an ongoing, chronic, flu, or long-term illness such as asthma or mononucleosis.

Any student who has exceeded the allowable limit of absences from class will have a meeting with the Assistant Principal regarding the loss of credit at the end of the respective semester. Students may appeal to the principal. (See Appeal Process pg. 21). However, a student who has been truant from school or who has cut the class in question, forfeits his/her rights to an appeal.

Tardy to School

If a student arrives at school after 7:30 a.m., s/he must report to the Attendance Office where s/he signs in and receives a SCHOOL ATTENDANCE PASS to class. The student then proceeds immediately to his/her scheduled class. **A student who signs in after 8:00 a.m. is considered absent for the first class of the day.**

Dismissal

Students being dismissed from school must present a note from a parent or guardian to the attendance secretary before 7:30 a.m. The dismissal note must include a telephone number where the parent/guardian may be reached between 7:30 a.m. and 9:30 a.m. in order to verify the dismissal. Administrative authorization will be required in the absence of a note. Students with an approved note must sign out with the attendance secretary prior to leaving the building.

If a student returns to school before the end of the school day, s/he should follow the above procedure (*Tardy to School*).

Tardiness and/or dismissals which results in a student missing more than half of a class will be counted as class absences.

BOOKS and EQUIPMENT

Upon receipt of a textbook or other loaned material, the student will sign a receipt form. In cases where books and equipment are lost, damaged, or destroyed in excess of reasonable wear and tear, the student will be assessed an amount sufficient to cover the loss. No official transcripts, report cards, diplomas, or parking permits will be issued until restitution has been made.

At mid-year and final exams, students must return all books and materials or pay for them in order to receive a grade in that class.

CAFETERIA / LUNCH

All food and drinks must be consumed in the cafeteria.

Merrimack High School offers a breakfast program that runs from 6:50 a.m. to 7:20 a.m. in the cafeteria. Items such as juice, milk, bagels and muffins are served. The lunch program is very extensive and offers a wide variety of healthy foods and drinks. Money can be deposited into a student's account. Students are asked to use their school ID when purchasing a breakfast or a lunch from their account funds.

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 may go to the courtyard with an MHS ID with permission of the duty personnel.
- f) Students will not be permitted to loiter 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, with the exception of access to the vending machines.

Courtyard Guidelines - Seniors

1. No food or 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 during their lunch periods.
3. Be respectful of the classrooms around the courtyard; please keep the noise level down.
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.

CELL PHONE POLICY

The goal of this policy is to appropriately integrate cell phone technology into our daily lives while maintaining our mission to educate. Students should learn to use cell phones at the appropriate time, place and manner while keeping in mind that private conversations may be overheard.

- Students will be allowed to carry cell phones out-of-sight in the "power off" mode.
- **Students will be allowed to use their cell phone between periods, before school, during lunch and after school. While in class, phones should be in the power-off mode setting.**
- Non-compliance with cell phone policy will result in confiscation. Staff member will turn in the cell phone at the main office; parents will then need to pick up the cell phone.
- **Due to privacy and safety issues, use of the camera function on cell phones is strictly prohibited. Violation will result in confiscation and disciplinary action.**
- Text messaging must comply with this cell phone policy.

During "Shelter in Place," use of cell phones is strongly discouraged. Use of large numbers of cell phones at once could tie up lines so that official calls for help may not get through. Also, many parents rushing to school at once could clog roads. Both of these would have the effect of delaying needed assistance in an emergency.

(Is consistent with RSA 193:F – "Pupil Safety and Violence Protection")

CHEATING / PLAGIARISM

Cheating and/or plagiarism subverts the principles and objectives of any educational program.

Cheating is defined as presenting someone else's ideas, words or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating: using "crib" notes, looking at someone's paper, having someone else write a paper, copying homework, giving or receiving answers, allowing someone to copy work, tests, etc., and presenting information as one's own without giving credit to one's source, including work taken off of the Internet.

CLASS DUES

Class dues are collected from members of each class to help cover the cost of class activities. Failure to pay the required dues will result in an obligation. **Students with unsatisfied obligations will be unable to participate in school-sponsored events, activities and graduation.**

CLASS FUNCTIONS AND CO-CURRICULAR ACTIVITIES

All requests for club or organization activities as well as all requests to hold a class function must be submitted to and

approved by the administrator in charge of activities. Request forms are available in the Main Office. The MHS Policy on *Behavior Expectations and Discipline Code*, as well as the MHS *Co-Curricular Code of Conduct* will apply to all school related activities.

DANCES

All dances sponsored by Merrimack High School clubs/organizations are subject to the MHS Discipline Code and the following regulations:

- Merrimack High School students with student ID's may attend. Guests, (non-MHS students), may be allowed. Guests must have prior approval from the administration, their host school (when applicable), and must be under 21 years of age. The Merrimack High School administration reserves the right to deny access to the dance if any student/guest behavior is deemed inappropriate by either the sending school's administration or Merrimack High School administration. In addition, students out of school must be approved by the high school administration. The MHS student host should familiarize his/her guest with the MHS Discipline Code and will be held accountable for his/her guest's behavior.
- Students must be present in school the day of a dance and also, if the dance is on the weekend, students must be present in school on Friday. Half of a day's classes constitutes being present in school.
- Dances will run from 7 p.m. to 10:00 p.m.
- Students are expected to arrive no later than 8:30 p.m.
- Once students leave the building, they are not allowed to return to the dance and must leave school grounds.
- Students who expect to arrive after 8:30 p.m. must receive approval from the MHS administration.
- The Senior Semi-formal is a MHS senior class only event.

DANGEROUS DEVICES

Firecrackers / Incendiary Devices

Firecrackers, incendiary devices and "look-alikes" are illegal and dangerous and may not be brought to school or on school property.

Laser Pointers

Any device that projects a laser beam is prohibited from school and will be confiscated.

Pocket Knives / Box Openers / Chains / Spikes

Although it may be obvious that knives and other weapons are not allowed in school, it should be noted that pocket knives and/or pocket tools containing a blade or any sharpened edge are also not allowed. Razor blades, utility knives and box openers, chains and spikes are forbidden.

Weapons

Weapons are prohibited from school and school grounds. Weapons include but are not limited to the following: firearms, knives of any type, slingshots, metallic knuckles, mace, chains, dangerous spikes, box cutters, hand cuffs, pepper spray or **any other object when viewed or used as a weapon.**

DRESS CODE POLICY

All students are expected to be dressed appropriately for school when in the building or on school related functions. All students must wear appropriate clothing; pants must be worn at the waist level at all times during the school day and students must wear footwear which is not dangerous, harmful, or offensive.

A student who violates the dress code shall be subject to appropriate disciplinary action. The Principal or designee shall upon

finding that dress or attire is not in compliance with the dress code, afford the student the opportunity to be in compliance with the dress code. If unable to comply, parental notification will be attempted and parents will be given the opportunity to bring suitable clothes to the student. Students will not be allowed to leave school to change clothes without parental and administrative approval. Until a student is in compliance with the dress code the student will be excluded from all classes, lunch, study periods and any other school activities that occur during the regular school day. The student is responsible for making up any missed work.

Students' attire and grooming should allow for safe participation in such curriculum areas as tech education, physical education, science classes, interscholastic athletics, or any other activity where reasonable precautions are dictated.

Students are prohibited from wearing the following:

1. As a result of the installation of surveillance cameras, hats, caps, scarves, headgear, sunglasses, and/or any item that obscures facial features.
2. Any clothing, jewelry, tattoos or accessories, which, through word, design or double meaning display, advertise or otherwise promote the use of the following:
 - illegal or controlled substances including but not limited to alcohol, tobacco or other drugs
 - sexual reference and/or language
 - symbols of gang association or activities
 - intolerance or lack of respect to others on the basis of gender, race, religion, ethnic, social, sexual preference, disability or economic background
 - violence
 - profanity or vulgarity
 - bandanas and hoods during the school day
3. Apparel that is sexually suggestive, including clothing whereby its brevity or sheerness is sexually explicit. This includes pants, skirts, shorts, tops and other clothing which does not provide appropriate coverage. Clothing that exposes cleavage anywhere is inappropriate. Any style top may be worn as long as it does not expose cleavage, and if the top covers the top of the pants, and if the top is no lower in back than a bra strap would be.
4. Clothing that is not sufficient to conceal undergarments or midriff at all times. Shirts and other tops must either tuck into pants or overlap the pants while seated, walking and standing. No skin can show between the pants and the shirt/top. Students should not be exposing underwear or midriff when seated or moving.
5. Any articles of clothing, including accessories, which affect school safety or disrupt the learning process. No metal spikes – or similar items - will be permitted on any articles of clothing, including hats, shoes, belts, etc. Additionally, no body jewelry, piercings, or metal accessories on clothing will be allowed in any Physical Education classes.
A student may appeal this policy based on extenuating circumstances.

DRIVER EDUCATION

Driver Education is offered through a licensed Motor Vehicle Driver's School. Students must be 16 years old by the last day of the class. Watch for and listen to announcements for updates to the driver education program.

EARLY RELEASE PRIVILEGES — SENIORS ONLY

Seniors can have 1st period late arrival, which includes second period on block day Thursday. Early release/late arrival privileges are extended to all seniors for period 8 with parental permission. Seniors must have an early modified / late release permission slip on file in the Attendance Office in order to have this privilege. Seniors can only apply for either late arrival or early release; not both, and must have **six (6)** classes on their schedule.

Once approved, a senior should leave the building immediately and not return to school grounds prior to 2:15 p.m. If s/he wishes to stay at school, s/he should notify his/her assistant principal.

Seniors having early release privileges are also responsible for returning for extra help or make-up sessions at 2:15 if other times cannot be arranged with their teacher.

A senior's early release privileges may be revoked at any time by the administration.

ELECTRONIC DEVICES / GAMES

Use of personal electronic devices include, but are not limited to, cell phones, electronic mail, instant messaging, and text messaging. These devices will be confiscated and returned to the student at the end of the school day. Repeated violations will result in parent involvement and disciplinary action. Although the use of electronic devices is discouraged, classroom policy will vary and is subject to teacher discretion. Students must abide by the teacher's decision whether or not they will allow a student to use an iPod or other audio devices.

FIELD TRIP—OVERNIGHT—OVERSEAS TRIPS PERMISSION SLIP

A standard main office permission slip for school field trips, overnight and overseas trips must be completed, signed and submitted to the teacher and administration before the scheduled event. On all such trips all school rules shall apply. All trips require a minimum of two chaperones along with administrative approval.

FOOD CONSUMPTION POLICY

Food and drinks will no longer be permitted in the school hallways, classrooms, or common areas. Lunches, snacks and drinks will be consumed exclusively in the cafeteria or other areas designated by the school administration. Reminder signs will be posted throughout the school indicating "No food/No drink allowed." Please be aware of and honor posted signs in the school.

Any food or drink transported through the hallways on the way to the cafeteria must have lids or be in a sealed container or bag. Students entering the building in the morning will be expected to comply. Disposal bins will be provided at the school entrances where uncovered/unsealed food and drink items must be deposited before entering the building. If you choose to bring food or drinks with you for breakfast, you must consume them in the cafeteria prior to the start of the school day. Please plan your arrival accordingly.

The policy only limits the consumption of food and beverages to the cafeteria. Any student seeking a medical exemption from this policy must do so by petitioning the principal and such a petition must, at a minimum, include a doctor's note.

GAMBLING

Gambling of any kind is not allowed in school.

HALL PASS SYSTEM

Once a period has started, all students out of their assigned

areas must have in their possession valid corridor passes. Corridor passes must be shown to a teacher or staff member on request.

HOMEROOM / ADVISORY

Homerooms and advisory will be held every day and teachers will take attendance.

IDENTIFICATION BADGES

In accordance with the Merrimack School District Safety Committee recommendation approved by the School Board, all staff and students at Merrimack High School will be issued ID badges prior to the beginning of the school year. Each student's current school year badge should be carried on his/her person and be shown to any school staff member when asked. For ID purposes, badges will be required for admittance to school dances and some other events.

When a student realizes that s/he has misplaced or lost a badge, s/he should report to the Main Office. S/he will be charged \$3 for a replacement. ID badges are the property of the school and must not be defaced, forged, or transferred to any other person.

INSURANCE

Accident insurance is available for purchase at the beginning of the school year for a nominal fee.

LEAVING SCHOOL BUILDINGS / GROUNDS

Merrimack High School is not an open campus. Once a student arrives on school property, s/he is expected to enter the school building. Students are not permitted to leave the school building or school grounds without prior permission from the school nurse or an administrator. If a student has left without such prior permission, s/he will be subject to an immediate consequence and subject to a search upon return.

LIBRARY SERVICES

The Merrimack School Library Program offers students access to the District's entire collection of print and non-print resources to support their academic needs and pursue their leisure time interests. By teaching students how to find and use information, the library staff strives to help all students become independent, responsible and frequent library users.

The High School library is open to students from 7:15 a.m. to 3:30 p.m. daily. Students are encouraged to use the library as often as they wish and may come any time during the school day their teacher(s) permit.

While no fines are charged for materials that have not been returned on time, students are strongly urged to either renew or return all items in a timely fashion. When materials are not returned, the student will be given a notice that will identify the title of the item and give all other pertinent information. If, after several notices have been sent, the material still has not been returned, a letter will be sent home requesting that the family help locate the material. New Hampshire RSA 201-D:11 states that all library user records are confidential. In compliance with this law, libraries are not permitted to state the title of the item in a letter addressed to someone other than the borrower. However, if there is confusion, the parent or guardian can call the school librarian. Report cards and transcripts may be held pending payment for any items that have been lost, damaged, or not returned.

In the event that students do not exercise good judgment, library personnel are authorized to deny students access to the library for such things as vandalism and inappropriate or disruptive behavior. The staff also may suspend students' borrowing privileges if they abuse materials or repeatedly fail to return overdue items.

LOCKERS

Lockers are provided as a place for students to keep their personal belongings. Students are only permitted to use their assigned locker. Students are encouraged to request a lock from the main office. There is no cost for the lock, but a \$5.00 replacement charge will be assessed for a lost lock. Only school locks are permitted on lockers. Personal locks will be removed at the student's expense.

The school cannot be held responsible for lost or stolen articles. Student lockers are school property and may be opened for inspection by authorized personnel at any time.

MEDICATION

Any student required to take medication during school hours should notify the school nurse and obtain information regarding school policy. The school nurse or a designated administrator will assist any student needing to take medication during the school day. Before this can happen, School District officials must have received and filed with the student health record:

1. A written statement from the prescribing physician specifying the name of the drug and the dosage, the method of administration, and the duration of the order. This will be renewed each school year. If a change in medication, dosage, or time schedule is made, the prescribing physician must send another written statement outlining the changes.
2. A written request from the parent(s)/guardian(s) of the student indicating his/her desire that the school assist the student in the matter set forth in the physician's statement. This statement must be accompanied by a "hold harmless" release signed by the parent(s)/guardian(s).
3. For over-the-counter medication parents/guardians will be asked to fill out a form. This form can be accessed through the nurse's office or online at the district website.

The medication should be delivered to the nurse in a container properly labeled with the student's name, the physician's name, the date of the original prescription, name and strength of the medication, and directions for administration. Students found in possession of medication and/or prescriptions will be addressed in accordance with the *Behavior Expectations and Discipline Code*.

PARKING / AND/OR MOTOR VEHICLES

Only students issued a current Merrimack High School parking sticker may park during the school day. Students must park in designated areas between parking space lines. Parking of student vehicles elsewhere on school grounds is not permitted, such as the following:

- Motorcycle pad
- Special Services
- Superintendent's Office
- Masticola Elementary School
- Masticola Upper Elem. School
- Faculty Lots
- Reserved spaces
- Brentwood School
- Visitor Lot
- Handicap
- **End Zone**
- Grass Areas
- Back of the high school

Violations may result in tickets with fines from \$20 (with a permit) to \$50 (without a permit) or towing at the driver's risk and expense. **School parking violation decals are parking tickets** that are affixed to a car's window have to be answered to with an administrator at the high school office. Repeated violations will result in a suspension and/or loss of driving/parking privileges. No refunds or reimbursements will be given for revoked parking permits or towing.

Student parking stickers will be sold to seniors and then juniors as spaces are available. Parking stickers are not transferable to another student. A lottery system will be used when necessary. To purchase a sticker, a student must produce his/her MHS ID, his/her valid driver's license and the car registration along with paying a fee of \$50.00. The fee is \$25.00 for vehicles registered for only the second semester. The vehicle must be registered to an immediate family member.

Once a student has arrived on school property, s/he should leave the parking area and enter the school building. The parking lots are off limits to all students during the school day.

The speed limit on school property is 15 miles per hour. The exit road from the student parking lot is school property. Persons violating good driving practice will lose driving privileges on school grounds, and the police will be notified. Any student owing any money to the school must have this obligation met before a parking permit is issued.

PUBLICATION OF STUDENT INFORMATION

The Merrimack School District (MSD) maintains education records and may provide information designated as Directory Information consistent with the Family Educational Rights and Privacy Act (FERPA). Each year, the MSD shall give parents public notice of the types of information designated as Directory Information and will release such Directory Information, at its discretion, to external sources upon receipt of a request for such information unless a parent requests that such information be withheld. By a specified time after parents are notified of the review rights, parents may request in writing to remove all or part of the information on their child that they do not wish to be available to the public. Such approval shall be renewed on an annual basis. Items of Director Information, which is information not generally considered harmful or an invasion of privacy if disclosed, may include:

- I. Name and address of a student
- II. Field of study
- III. Weight and height of athletes
- IV. Most recent previous school attended
- V. Date and place of birth
- VI. Participation in officially recognized activities and sports
- VII. Date of attendance, degrees and awards

POSTERS

All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by the main office. Please attach posters only to surfaces that will not be marred by masking tape. It is understood that all signs posted will be taken down after a reasonable length of time.

PROPERTY INFRACTIONS

Property infractions include, but are not limited to the following: trespassing, possession or igniting incendiary devices, calling in bomb scares and/or causing false alarms, stealing/possession of stolen property and vandalizing school and/or private property.

RELIGIOUS RIGHTS AND RESPONSIBILITIES

Religious rights and responsibilities of students and teachers have and always will be a part of the Merrimack School District. Literature describing these rights and responsibilities is available in each school library. The following resources are currently available on this topic: *Religious Expectations in the Public School* (a memo from the Secretary of Education, Richard Riley, dated August 10, 1995) and *Religion in Public Schools: A Joint Statement of Current*

Law (dated April 1995). Similar literature is available in the Merrimack Public Library for Parents and other interested citizens. (The resources cited here are now available on the web at: <http://www.ed.gov/speeches/04-1995/prayer.html>.)

SCHOOL CANCELLATION / DELAYED OPENING

The decision to cancel or delay the opening of school will be made and announced no later than 6:30 a.m. These announcements will be made on local radio stations and Channel 9-WMUR, in addition to the use of the District's *Automated Calling System*.

The two hour delayed school opening policy, if utilized during inclement weather will mean that all bus transportation will be delayed two hours and that the opening of school on that day will also be delayed by two hours. School will close at its regular time. (See the Delayed Bell Schedule on pg. 7.)

SEARCH AND SEIZURE

When an administrator (1) receives information from a person believed by him/her to be a reliable source, (2) witnesses an event or events, or (3) has other information or reasons which, in any of the three foregoing instances, yields a reasonable suspicion based on objective criteria to believe that a student is in possession of tobacco products, alcoholic beverage(s), illegal narcotic(s), dangerous drug(s), drug paraphernalia, intoxicant(s) of any kind, weapons or any "look-alikes" of the aforementioned, the administrator has the duty and the right to conduct a reasonable search of the individual, the individual's locker, etc. or vehicle if on school property, whichever is/are a part of the information received or event viewed.

In conducting this search, State Police canines may be utilized to sniff out illegal substances. Any illegal substance found in a search utilizing drug detecting canines will not be used for evidence in criminal prosecution. However, it will be used in upholding the school's drug abuse policy in order to protect and maintain the safety, health, and well-being of the students entrusted to our care. Our aim is to provide a drug-free environment for all students at Merrimack High School.

If drug paraphernalia is confiscated along with alcoholic beverage(s), illegal narcotic(s), dangerous drug(s), intoxicant(s) of any kind or "look-alike," all material will be given to the police.

Policy on Behavior Expectations and Discipline Code
Approved MSB 7/10/94

Unauthorized Areas

In order to insure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are unauthorized to students:

1. parking lots (during school hours)
2. parked cars
3. any area inside or 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

Students who are in unauthorized or restricted areas will be subject to search and consequences.

SKATEBOARDING

Skateboarding is prohibited on Merrimack High School property. **Skateboards must be stored in student lockers. If the skateboard is confiscated for the first time, students may pick the skateboard up after the last period of the school day.**

Subsequent confiscation will result in the student's parent picking up the skateboard and possible disciplinary action.

SMOKING

All smoking on school property is prohibited. Possession of tobacco products by students, including, but not limited to smoking tobacco, chewing tobacco and smokeless tobacco are also prohibited. Students will be referred to the police when appropriate as per RSA 155: 64-77.

Students are considered to be smoking when they have cigarettes lighted or unlighted, in hand; when smoke is coming out of the student's mouth or nose; or when circumstances are such that it is apparent that the student has been smoking; i.e., alone in a room filled with smoke and a cigarette lies at the foot of the student or more than one student is in a smoky stall. Students have the right to a smoke free environment. Students having tobacco products or related smoking materials in their possession will have them confiscated. These will not be returned to the student. (See Discipline Code)

STUDENTS 18 YEARS OR OLDER

The rules and regulations at Merrimack High School are for all students. High school for persons over the age of eighteen is optional. If students are to attend, they must comply with reasonable rules and regulations. Students may not sign themselves out unless approved by the administration.

Students who are 18 years or older and who are living with their parent(s) /guardian(s), will be required to have all notes for excused absences, tardiness, dismissals, progress reports, field trip permission forms, and all requested forms, signed by a parent or guardian.

TEACHER QUALIFICATIONS

The Merrimack School District adheres to New Hampshire's Teacher Certification Requirements under the Every Student Succeeds Act (ESSA) 2015. Parents have the right to know the qualifications of their child's teacher. This includes state certification and degrees held. Information may be obtained from the Superintendent's office at 424-6200.

THREATS / VERBAL AND PHYSICAL / BULLYING / CYBERBULLYING

Verbal and/or physical threats or endangering the physical or psychological well-being of others (including instigating, sexual, intimidation, or other forms of harassment) are not tolerated. All types of hazing or initiation are prohibited. Such hazing may include initiation demands and/or rites. (See Discipline Code)

VISITORS TO SCHOOL

All volunteers and other visitors in the school must sign in at the Main Office. As a rule, student visitors will not be permitted in the school. Anyone in the building without administrative authorization will be considered trespassing, and the police will be notified.

WORKING PAPERS

Students under the age of sixteen needing working papers may get them in the main office.

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

Statement of Purpose, Intent and Scope

All pupils have the right to attend school and school-sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyberbullying.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, appearance, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect children from physical, emotional and psychological harm by addressing bullying and cyberbullying of any kind in the district/schools, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status.

This policy applies to pupils, school district employees, school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs. Bullying and cyberbullying outside of school activities or off school premises is subject to this policy as set forth herein.

Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - (1) Physically harms a pupil or damages the pupil's property;
 - (2) Causes emotional distress to a pupil;
 - (3) Interferes with a pupil's educational opportunities;
 - (4) Creates a hostile educational environment; or
 - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. **Perpetrator.** Perpetrator means a pupil who engages in bullying or cyberbullying.
5. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
6. **Victim.** Victim means a pupil against whom bullying or

cyberbullying has been perpetrated.

7. **Parent.** Any reference in this policy to "parent" shall include parents or legal guardians.

Bullying or Cyberbullying of a Pupil Prohibited (RSA 193-F:4,II (a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying of a pupil will not be tolerated and is hereby prohibited. All staff members are required to intervene when they witness bullying occurring on school grounds or at school sponsored events.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

Retaliation or False Accusations Prohibited (RSA 193-F:4,II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, school administrator, school volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or

retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

Protection of All Pupils (RSA 193-F:4,II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

Disciplinary Consequences For Violations of This Policy (RSA 193-F:4,II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

Distribution and Notice of This Policy (RSA 193-F:4,II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and school volunteers receive annual training on bullying and related district policies. Annual training of staff and volunteers is required under RSA 193-F:5.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.) Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of

the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should:

1. Encourage their children to report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

Procedure for Reporting Bullying (RSA 193-F:4,II (f))

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
3. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and school volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or school volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Procedure for Internal Reporting Requirements (RSA 193-F:4,II (g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

Notifying Parents of Alleged Bullying (RSA 193-F:4,II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Waiver of Notification Requirement (RSA 193-F:4,II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

Investigative Procedures (RSA 193-F:4,II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The identity and number of individuals who participated in bullying behavior;

- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parents involved of the granting of the extension.
 7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
 8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension or expulsion. Students facing discipline will be afforded all due process required by law.

Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4,II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the

SCHOOL DISTRICT POLICIES

NON-DISCRIMINATION

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws for New Hampshire pertaining to non-discrimination.

PROCEDURAL SAFEGUARDS

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The District provides the following Notice of Procedural Safeguards to parents/guardians, and disabled persons, as required by 34 Code of Federal Regulations Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The District provides a grievance procedure with appropriate due process rights. Mark McLaughlin is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of disabled students or any disabled person may use the grievance procedure established by the Board.

Grievance Procedure:

Parents/guardians of a student with a disability have the right to notify the above designated employee with a complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint.

The designated employee will provide an initial response within ten (10) days of receipt of complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the resolution shall be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If the issue is not resolved after the informal resolution process, the complainant may: (a) request that the Board

Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

Reporting of Substantiated Instances of Bullying (RSA 193-F:4,II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

Communication With Parents Upon Completion of Investigation (RSA 193-F:4,II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

Appeal

1. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
2. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

School Officials (RSA 193-F:4,II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.

Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policy EEAA.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. The Superintendent is authorized to contact the District's attorney for a full legal opinion in the event of such an occurrence.

places this matter on its agenda; or (b) notify the Superintendent of the complaint. The Superintendent will notify the Board if he/she receives such a complaint.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record shall be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Procedural Safeguards:

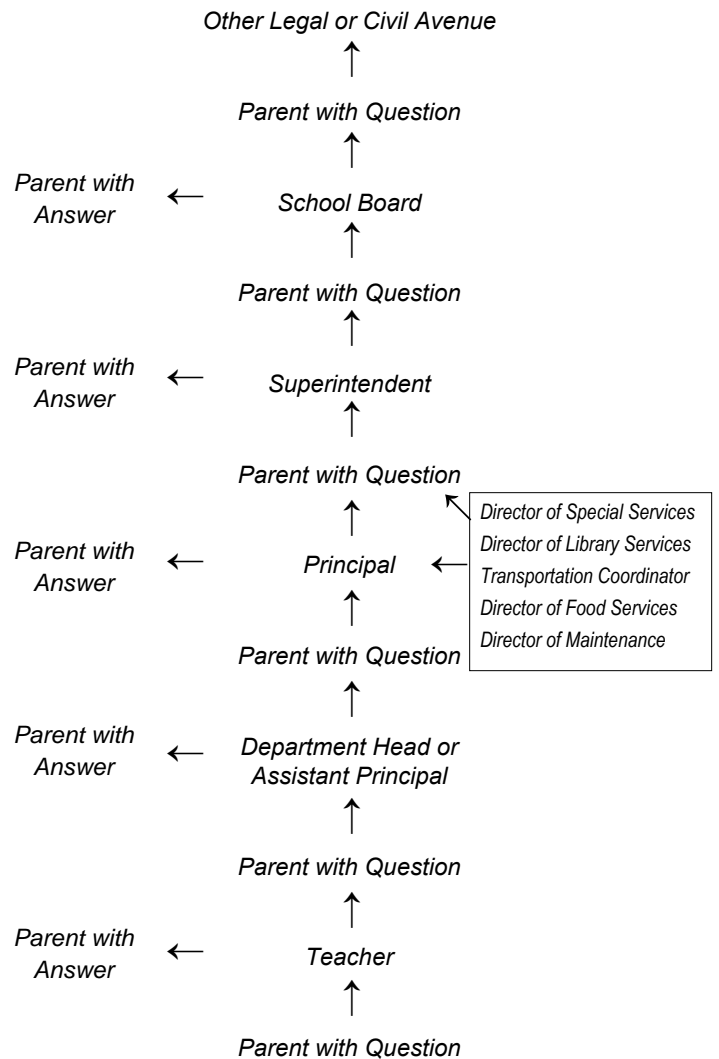
As required by 34 Code of Federal Regulations Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

**APPEAL PROCEDURES FOR PARENTS
Administrative Procedure 1007; Complaints, Petitions**

The Merrimack School Board is committed to open and accurate communication. Therefore, a procedure has been established to assure that questions and problems which occur in daily school operations are addressed. The School Board believes that the best communication occurs when it involves the individuals with the most knowledge about the situation; therefore, parents are urged to contact the teacher to discuss any classroom issue which they question. If an issue or problem is not clarified through the teacher or faculty member, the parent should contact the department head or assistant principal, and then, if necessary, the building principal for further discussion. Issues not related directly to the classroom program should be addressed to the building principal. Failing solution at the building level, the citizen should contact the Superintendent of Schools (424-6200) for further discussion. If, in the opinion of the citizen, the issue is in need of additional dialogue, the citizen should request that the issue be placed on the School Board agenda for a hearing and decision making.

This process is illustrated in the diagram below:



ANNUAL NOTIFICATION OF RIGHTS CONCERNING STUDENT RECORDS AND DIRECTORY INFORMATION

Student Records

State and Federal laws have guaranteed parents and eligible students access to student education record information and control over the release of information to others. The parent or eligible student has the following rights:

1. The right to inspect and review the student's education records.
2. The right to request corrections in the student's educational records.
3. The right to file a complaint with the U.S. Department of Education if the Merrimack School District violates the Family Education Rights and Privacy Act.
4. It is the intent of the Merrimack School District to limit the disclosure of information contained in a student's education record except: (a) by the prior written consent of the student's parent or the eligible student, (b) as directory information, or (c) under certain limited circumstances, as permitted by the Family Education Rights and Privacy Act.
5. The Merrimack School District has written policies and procedures governing students' rights. Copies of these are available through the Director of Special Services, Merrimack School District.

Directory Information

The Merrimack School District defines directory information as the student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, awards, and most recent educational institution attended.

Effective September 15, 1983, the Merrimack School District will continue to release such directory information at its discretion to external sources upon receipt of a request for such information unless a parent or student eighteen years of age requests such information be withheld.

Parents or students eighteen years of age may refuse designation of any or all of the aforementioned directory information for a specific student provided that a written request to that effect is received by the Superintendent of Schools, 36 McElwain Street, Merrimack, NH 03054, by September 15 of each school year.

WELLNESS POLICY

The District is committed to providing positive, safe, and healthy learning communities at every level to ensure that staff and students have the opportunity to achieve overall well-being.

The District recognizes the importance of delivering high quality wellness education. Specifically, this policy establishes goals and procedures to ensure that the District:

- Offers access to healthy foods that are aligned with the USDA Guidelines, as well as quality nutrition education that helps develop lifelong healthy eating behaviors.
- Provides physical education and physical activity programs.
- Provides education in the areas of social, emotional and mental health intended to nurture overall well-being.
- Establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

Nutrition Guidelines and Education

The School District's nutritional standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practices. These nutrition guidelines apply to all foods available to students on school grounds during the day, including but not limited to the school lunch, breakfast program, and foods and beverages sold in student vending machines/school stores.

The District aims to teach, model, encourage and support healthy eating habits. Schools will provide educational programming that will provide students with the knowledge and skills necessary to promote and protect their health.

Schools shall be mindful of the availability of balanced food options during celebrations and events.

Physical Education and Activity

The District recognizes that the integration of healthy physical education and physical activity are a communal responsibility intended to minimize health risks created by extended periods of inactivity, childhood obesity, and other related health problems. The District encourages students and staff to participate in developmentally appropriate physical activity and exercise for 60 minutes each day as a way to minimize these health risks.

Schools will work to integrate health and physical activity across the school curriculum as well as to encourage the integration of physical activity before, during, and after school hours.

Mental Wellness

The Merrimack School District is committed to supporting the social/emotional welfare and behavioral needs of all students in the educational process. The District recognizes that social and emotional well-being is critical for academic achievement and success. Collaboration with students, parents/guardians, staff and the community will be an integral part of this commitment to enhance our students' emotional, mental and physical health.

Implementation and Evaluation

A district-wide wellness advisory committee has been established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the School Board for a comprehensive wellness program. The committee consists of representation from parents, students, the school district's food service program, the School Board, administration, and an educator from each school. The Policy will be monitored and progress evaluated, with an

annual report to the School Board.

As needed the Wellness Committee will request that the Superintendent notify the Merrimack School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this Policy.

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy.

Legal Reference:

- RSA 189:11-a, Food and Nutrition Programs
- Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization
- Act of 2004 NH Code of Administrative Rules, Section Ed. 303.01(G),
- Substantive Duties of School Boards NH Code of Administrative Rules,
- Section Ed. 303.11, Food & Nutrition Services
- NH Code of Administrative Rules, Section Ed. 303.40, Health Education Program
- NH Code of Administrative Rules, Section Ed. 303.41 Physical Education Program

- 1st Reading: June 5, 2017
- 2nd Review: June 19, 2017
- Adoption: July 17, 2017

STUDENT USE OF INFORMATION TECHNOLOGY

INTRODUCTION

The Merrimack School District recognizes that information technology is a tool that, when responsibly applied, enhances the classroom experience and extends learning beyond the school walls. With information technology saturating nearly every aspect of our lives, it is incumbent upon the District to provide the members of the school community with an understanding of what the District considers to be appropriate use of information technology by students.

While this policy is intended to provide guidelines for responsible use of information technology, it cannot cover all possible uses. When using District-provided information technology, students must demonstrate the same level of responsibility and appropriate behavior as they would in using any other District resource. Students must also recognize that their personal online conduct, whether or not it utilizes District provided Information Technology, may have implications in school and school-affiliated activities.

DEFINITIONS

1. District Information Technology – District Information Technology includes all Merrimack School District computers, computing devices, software, servers, desk phones, cell phones, and network and internet connectivity.
2. District-Related Activities - District-Related Activities includes any matter pertaining to schools, students, instruction, school and student events, co-curricular activities and clubs, outings or trips, or any other matters involving District operations.

GUIDELINES FOR RESPONSIBLE USE OF DISTRICT INFORMATION TECHNOLOGY

The following Guidelines are intended to establish the parameters of Responsible Use of Information Technology in the District. In addition, students are expected to comply with all rules and policies of the school and the Merrimack School District, including the Code of Conduct, set forth below, in all school-related communication and online activity.

Students demonstrating Responsible Use of Technology will:

1. Comply with all applicable laws and regulations, such as copyright laws and “fair-use” guidelines.
2. As available, use District-provided communication systems (eg; SchoolWorld, school e-mail) when communicating with staff and faculty regarding school work, activities or events, and limit such use to school-related matters.
3. Recognize that District Information Technology is intended to support the education mission of the District. Given the limited nature of some technology resources (student-use computers, bandwidth) priority will be given to school-related use.
 - a. Staff reserve the right to adjust and assign technology resources accordingly.
 - b. School-provided accounts may be used for instruction, registration on third party sites licensed or selected by District educators, and communication regarding District-related activities.
4. Conduct all school-related communication in a respectful, appropriate and responsible manner at all times. This extends to all communication, whether electronic or in print, and all representation of the school, regardless of venue or occasion.

5. Protect privacy of fellow students in all communications.
6. Request technical assistance and report misuse, abuse, or problems with District Information Technology, or related District equipment, to the appropriate technology staff immediately upon discovery.
7. Help maintain the integrity of District technology by not engaging in the following activities, or those of a similar nature, and by reporting any knowledge of such activity by others to a teacher, administrator or other responsible adult:
 - a. using or attempting to use others' credentials, identities, passwords or logins
 - b. hacking
 - c. adding unauthorized software to district systems
 - d. disabling or attempting to disable the District's filtering/blocking technology
 - e. intentionally or maliciously damaging District computers or technology devices or causing disruption or interruption to District network internet systems
 - f. using or misusing district resources, especially bandwidth, when directed not to

CAUTIONS TO USERS OF DISTRICT INFORMATION TECHNOLOGY

1. District Information Technology is the property of the District and remains under the control, custody and supervision of the District. Information contained on or transmitted through the District server or network is not private and the District reserves the right to monitor and inspect all student use of District Information Technology, even if conducted after school hours and off of school premises.
2. Any electronic communication pertaining to school-related matters is subject to this policy and may be considered a public record, regardless of the device or network used. Student use of personal devices on the district network is a privilege and not a right. By bringing and using personal devices on the district's network, students consent to a search of the device as a term and condition of using the network.
3. Use of personal computers and other technology devices are subject to the Student Use of Information Technology Policy, the District Policy on Pupil Safety and Violence Prevention – Bullying, and school-level behavior expectations and discipline codes. Violation of these policies and expectations MAY result in inspection of such devices.
4. The Merrimack School District is not responsible for any loss of data due to circumstances beyond its control or from users' errors or omissions. The District is not responsible for loss, damage or theft of personally owned electronic devices.
5. The use of Information Technology in the District is a right that comes with responsibility. Inappropriate use may result in the curtailment of that right. District administrators or their designees shall make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time.
6. Any student who fails to comply with the Guidelines for Responsible Use or violates the Code of Conduct set forth in this policy will be subject to disciplinary action in accordance to the District policy on Student Conduct, Discipline and Due Process - Safe School Zone and individual school discipline procedures, and depending on the nature of the violation, may also be referred to law enforcement.

STUDENT USE OF SOCIAL MEDIA

The Merrimack School District recognizes that social media, in all its forms and iterations (e.g. blogs, MS 365, Facebook, Twitter, Tumblr, YouTube, etc.), can be an important tool of education and communication. As such, its availability as a resource is understood as just one component of the district's overall educational mission. Toward this end, students must:

- Use social media for school-related purposes in a manner consistent with the expectations set forth in this policy
- Use appropriate online behavior, including proper interactions with others on social networking web sites
- Strive to protect the privacy of fellow students
- * Understand that what is posted online can be captured and stored
- Not post material that could be considered malicious, obscene, threatening, harassing or disparaging towards fellow students, district staff and volunteers, or parents.
- In addition to adhering to this policy, students are also required to follow the District Policy on Pupil Safety and Violence Prevention – Bullying. Students must recognize that any online incident, whether or not it occurs outside of school, that impacts the ability of the district to provide a “safe, secure and peaceful environment” for all students will be addressed according to school, district, and/or legal disciplinary procedures.
- Remember that personal postings shared on the Internet, through text or other digital communication may be forwarded, shared, or published without the owner's knowledge, and could become viewable by unintended audiences such as students, educators, parents, employers, and college recruiters. Therefore, it is important to portray a respectable image at all times.

CODE OF CONDUCT/PROHIBITED ACTIVITIES

All students using District Information Technology shall comply with the following rules of conduct and must understand that **just because you CAN access/do something doesn't mean you SHOULD.**

1. Do not use District Information Technology to find, view, or distribute threatening, harassing, discriminatory, defamatory, sexually explicit, obscene, pornographic, violent or otherwise inappropriate material.
2. Do not use District Information Technology for private financial or commercial purposes or as a forum for communicating the views of or for soliciting membership, support, or contributions in or to any non-school sponsored or non-school recognized group or organization.
3. Do not access or attempt to access files, folders, or devices of others either deliberately or accidentally (such as when a user does not log out of a computer or application), unless authorized to do so.

Legal References:

RSA 194:3-d, School District Computer Networks
 RSA 91Section 91-A:4 Minutes and Records Available for Public Inspection.
 Pub. L. No. 106-554, Children's Internet Protection Act
 Federal Educational Record Protection Act

Adopted December1, 2014

STUDENT TRANSPORTATION POLICY

New Hampshire statutes grant authority to school officials in matters of school discipline. (Revised Statutes Annotated, Chapter 189, Section 15) Revised Statutes Annotated, Chapter 189:9-a and Revised Statutes Annotated, Chapter 193:13 refer to the authorization of the Superintendent, or his/her representative, to suspend and/or dismiss students for specific reasons. It is recognized that bus drivers, administrators, and the transportation coordinator need discretionary power to invoke disciplinary actions and procedures, and to maintain a safe climate for all students.

The purpose of the Student Transportation Policy is to provide clear and consistent guidelines for a safe environment. In order to achieve this purpose, we need to teach and expect respect for self and others as well as insure the physical safety of all. Students are responsible for their actions and need to be held accountable for their decisions. They need to know adults care enough for them to insure that they adhere to transportation rules. School personnel and the transportation provider have a responsibility to confront students if they are acting inappropriately at any time.

It is the bus driver's responsibility to maintain good discipline on the bus. Misbehavior will result in corrective action by the bus driver, transportation coordinator, and/or administration.

ROLE DESCRIPTIONS AND APPEAL GUIDELINES

Students

Students are responsible for following the rules of the Transportation Discipline Code at all times. They must understand that riding the school bus is a privilege that may be temporarily denied or permanently revoked, and are expected to conduct themselves properly while riding the bus.

Parents

Parents are responsible for ensuring that their children are aware and understand the consequences of the *Transportation Discipline Code*. They are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the unloading area until the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school administration.

Bus Driver

Each bus driver is responsible for maintaining discipline on the bus. Bus drivers shall maintain the same type of order on buses as teachers maintain in the classroom consistent with school district policy. The bus driver's report of an infraction is considered to have the same weight as a classroom infraction reported by a teacher. All bus infractions shall be reported to the School District Transportation Coordinator.

Transportation Coordinator

The Transportation Coordinator is responsible for enforcing all busing policies of the Merrimack School District. He/She may issue bus suspensions in accordance with the *Transportation Discipline Code* and shall also consult with the building principal and/or his designee regarding in-school consequences for bus behavior infractions.

Building Principal and/or his/her Designee

The Building Principal and/or his/her Designee shall issue in-school consequences for bus behavior infractions after consultation with the Transportation Coordinator in accordance with the *Transportation Discipline Code*.

Assistant Superintendent/Business Administrator

The Assistant Superintendent/Business Administrator, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the Bus Driver, Transportation Coordinator, and Building Principal as the first level in the local appeal process.

Superintendent of Schools

The Superintendent, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the Bus Driver, Transportation Coordinator, Building Principal and the Assistant Superintendent/Business Administrator as the second level in the local appeal process.

School Board

The School Board, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the Bus Driver, Transportation Coordinator, Building Principal, Assistant Superintendent/Business Administrator, and the Superintendent as the third and final level in the local appeal process provided that the Superintendent received such appeal in writing within 10 days after the issuance of the decision being appealed per RSA 193:13-c.

Pupils Entitled to and Privileged to Transportation Services

1. It shall be the general policy of the School Board that no child should be required to walk more than one mile to an assigned school or an established school bus pickup point.
 2. The Board may make exceptions to the general policies in cases involving pupils found by the Board to be suffering from physical disabilities or in other cases where the Board deems there is sufficient justification to make an exception.
 3. In the case where a student is of necessity tuitioned out of the school district by the School Board, it shall be the policy of the Board to pay a sum not to exceed State Average cost for tuition as transportation allowance.
-

4. School buses are owned and operated by a private contractor, who is responsible for enforcing the law and these regulations as they pertain to the bus drivers. All buses shall be operated in strict compliance with the law in regard to equipment, speed and safety factors. Each driver is expected to be familiar with the law relating to the operation of school buses.

Policy for Students Riding the Bus

1. Pupils are expected to conduct themselves properly while riding the bus. Pupils who violate accepted standards for proper conduct will be reported to the transportation coordinator and/or his/her designee for appropriate disciplinary action. Any violation may subject the pupil to suspension from riding the bus or other consequences (see Transportation Discipline Code). In the event of inappropriate conduct on the part of a student, the following procedures will apply:
 - a. The student will be given oral or written notification of the charges as soon as possible.
 - b. The student will be given a conference with an opportunity to give his/her side of the story to the Transportation Coordinator/Building Principal and/or his/her designee.
 - c. The Transportation Coordinator/Building Principal and/or his/her designee will decide if the infraction warrants suspension of the privilege to ride the bus or other consequences.
 - d. In the event a suspension of privilege is necessary, the student and parent will be notified either in writing or by telephone as soon as possible.
 - e. If a parent of a student desires a conference, the parent may call the transportation coordinator and time shall be arranged in accordance with RSA 189:9-a.
 - f. In the event of a suspension of privileges, and a conference with the Transportation Coordinator/Building Principal and/or his/her designee has been held, parents may appeal the decision in accordance with the appeal guidelines.
2. Pupils shall be expected to board their assigned school bus route at the authorized and designated stop which serves their residence. It is expressly understood that any efforts undertaken by a parent/guardian allowing their child(ren) to board their assigned bus at another stop along the same route is done wholly at their own risk with respect to the safety interests of themselves, their child(ren), and that of others assigned to any alternate stop along the same bus route, and that neither the Merrimack School District nor the Transportation Company can be responsible for any resultant consequences thereof.

In cases of hardship, the Transportation Coordinator will review, evaluate, and decide upon requested bus route changes on an individual basis. An alternate bus route will be recommended only if space is available. If the Transportation Coordinator does not approve a parental

request to modify a bus stop or route, the decision may be appealed in writing to the School Transportation Committee. Members of the School Transportation Committee include a School Board member, the Transportation Coordinator, and the Business Administrator.

3. Pupils must be on time at the designated bus stops to meet the school bus. School buses operate on a schedule and will not wait for pupils at bus stops.
4. Unnecessary talking with the school bus operator is prohibited.
5. Ordinary conversation between pupils is permitted, but loud, vulgar and improper language/actions will not be tolerated.
6. Smoking is not permitted on the school buses.
7. Waste paper or other articles shall not be thrown on the floor or out the window.
8. Pupils are not permitted to get on or off the bus while it is in motion.
9. Pupils shall not place any body part or object out of windows.
10. Pupils shall go to the rear of the bus when getting on unless assigned to a seat near the front of the bus by the school bus driver.
11. The emergency exits shall be used only in cases of emergency.
12. All pupils shall be seated while the bus is in motion.
13. Pupils shall not write on or damage the bus. Pupils damaging the buses shall pay for the damage.
14. Fighting on the school bus will not be tolerated.
15. The school principal and/or his/her designee or bus driver may assign seats to pupils riding school buses.
16. Any pupil denied bus transportation home from school on a given day will be transported at the direction of the principal and/or his/her designee.
17. The parent/guardian of a student that has been a victim of undesirable bus behavior by another student shall be notified by the school district administration based on the magnitude of the incident.

TRANSPORTATION DISCIPLINE CODE

Referrals to the transportation coordinator or school administration for disciplinary action could result in but are not limited to the following:

EVENT	CONSEQUENCE	SUBSEQUENT CONSEQUENCES
Intentionally taking the wrong bus	Up to five (5) days loss of bus privileges, parental contact, verbal warning.	Up to ten (10) days loss of bus privileges, parental contact, after-school detention, and suspension from school up to five (5) days.
Vandalism or theft	Up to five (5) days loss of bus privileges, after-school detention, parental contact, complete restitution, legal action when appropriate, or suspension.	Up to ten (10) days loss of bus privileges, parental contact, suspension from school up to ten (10) days, complete restitution, and legal action when appropriate.
Argumentative, disrespectful, disobedience, or profane/vulgar language or actions	Up to five (5) days loss of bus privileges, parental contact, verbal warning, after school detention, or suspension.	Up to ten (10) days loss of bus privileges, parental contact, after-school detention, and suspension from school up to five (5) days.
Unsafe physical actions or hazardous behavior (e.g., throwing objects, pushing, tripping or rough play)	Up to five (5) days loss of bus privileges, parental contact, verbal warning, after school detention.	Up to ten (10) days loss of bus privileges, parental contact, after-school detention, and suspension from school up to five (5) days.
Fighting	Up to ten (10) days loss of bus privileges, parental contact, after school detention, suspension from school up to five (5) days, legal action when appropriate, and notification to superintendent.	Up to twenty (20) days loss of bus privileges, parental contact, in-school/out-of-school suspension from school up to ten (10) days, legal action when appropriate, and notification to superintendent.
EVENT	CONSEQUENCE	
Harassment, bullying, teasing, threatening or endangering others (physical or psychological) <i>Bullying is defined as conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.</i>	Up to twenty (20) days loss of bus privileges, parental contact, in-school/out-of-school suspension up to ten (10) days, expulsion, legal action when appropriate, and notification to superintendent.	
Possession or display of dangerous items/weapons (e.g., all knives including Swiss Army and Boy Scout knives, slingshots and other objects viewed and /or used as weapons).	Up to twenty (20) days loss of bus privileges, parental contact, in-school/out-of-school suspension up to ten (10) days, legal action when appropriate, and notification to superintendent.	
Possession of firearms	Any student who brings or possesses a firearm as defined in section 921 of Title 18 of the US code in a safe school zone as defined in 312 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than twelve (12) months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state board of education.	
Possession of narcotics, alcoholic beverages, drugs, incendiary devices, smoking or possession of smoking materials	Up to twenty (20) days loss of bus privileges, parental contact, in-school/out-of-school suspension up to ten (10) days, legal action when appropriate, and notification to superintendent.	

NOTE: Repeated violations that establish a pattern of behavior may result in suspension from riding the bus for the remainder of the school year in addition but not limited to the other consequences listed above. Depending on the severity of the offense, the Merrimack School District Administration reserves the right to impose subsequent consequences as a response to a first event.

CRITERIA FOR PUBLICATION OF SCHOOL-RELATED MATERIAL ON THE INTERNET

Purpose.

The purpose of Merrimack School District websites is to provide parents, students, and community members with efficient access to information relevant to the Merrimack School District. This purpose is undertaken with full attention to compliance with the Children's Online Privacy Protection Act of 1998 and the Family Educational Rights and Privacy Act.

Definitions.

1. "Student or staff-generated work" means stories, essays, reports, poems, artwork, photographs of artwork or projects, audio-visual performances or presentations, or other compositions of tangible content created by students or staff members of the Merrimack School District.
2. "Staff-created website" means any ancillary website or web page created by a staff member of the Merrimack School District, which has been approved by the superintendent or his/her designee. All approved staff-created websites must be linked from a Merrimack School District website.
3. "Merrimack School District website" means the District website or any Merrimack school website.

Criteria.

1. Only material which is determined by the superintendent or his/her designee to be consistent with the purpose stated above shall be made available on a Merrimack School District website or on any staff-created website.
2. All Merrimack School District websites or staff-created websites must contain an e-mail link to the webmaster or responsible party. If the website is created by a student, the name and an e-mail link to the adult supervisor must be used.
3. Full names of students or staff members and other personally identifying searchable text may be posted on a Merrimack School District website or an approved staff-created website unless the student's parents/guardians or the staff members have notified the school in writing that they do not grant consent for this information to be made available.
4. Student or staff-generated work may be posted on a Merrimack School District website or a staff-created website. Such postings may include the student's name, grade level and teacher, but no other identifying information. Students or staff members must be consulted before posting any of their original work because, according to Copyright Law, all work is protected by copyright as soon as it is generated.
5. Photographs of students or staff members participating in activities, sports or other school-related events may be posted on a Merrimack School District website or a staff-created website. Such postings shall identify only the activity or event depicted and where appropriate, the grade level and/or teacher. No other identifying information about the students depicted in the photographs may be included without explicit written consent. Names shall not be included in the image file name on the server.
6. Any posting of work, photographs, or recognitions will be removed upon request of the parent/guardian or the individual involved.

GRIEVANCE PROCEDURE FOR ALLEGED VIOLATION OF SECTION 504, TITLE IX, OR THE AMERICANS WITH DISABILITIES ACT

A permanent grievance review committee of four persons shall be established, appointed by the Section 504 Coordinator and comprised of a building level administrator, a community representative, as well as faculty and staff representatives. Three (3) persons will be considered a quorum. Appointments shall be for one year periods, but reappointment is possible.

While all time limits may be waived for due cause, or extended by mutual consent, the following procedure generally will apply:

- (1) Bring the grievance to the attention, that is joint discussion, of the parties involved within ten (10) working days of the alleged grievance. If not settled at this point;
- (2) Bring the grievance before the immediate supervisor within five (5) working days after the failure of settlement described in Step 1 above. If not settled;
- (3) Grievance goes before the coordinator and the permanent committee within ten (10) working days. If settlement is not reached;
- (4) The grievance will be presented to the School Board at a regularly scheduled meeting within thirty (30) days.
- (5) All grievance reports shall be completed in triplicate, one copy for each party and one to be placed in the coordinator's file.

This procedure and accompanying form is for use by all staff, students, parent(s)/guardian(s), and any persons wishing to file a grievance. It is understood that the grievant has recourse to the Office of Civil Rights, Region 1, U.S. Department of Education, John F. Kennedy Federal Building, Government Center – Room 2100, Boston, MA 02203 or may file a civil suit in the courts at any time during this process. Grievance complaints and their disposition are to be maintained in a file in the coordinators's custody for a period of not less than three (3) years.

SCHOOL PROCEDURES REGARDING STUDENTS OF DIVORCED OR SEPARATED PARENTS

It is the practice of Merrimack High School to cooperate with the parents of all children registered in the district. However, in order to communicate effectively, sensitively and legally with parents who are divorced or separated regarding issues involving their children at Merrimack High School, we have adopted the following procedures:

- A. When only one parent has legal custody of a child, all communication concerning the child will be directed by school notify officials only to that parent.
- B. School officials will normally direct communication to the parent having physical custody of the child and who has registered the child in school with respect to questions concerning the child's education and matters pertaining hereto unless notified differently.
- C. When the child's parents have joint legal custody, a non-custodial parent having joint legal custody must take the responsibility of coordinating the handling of routine communication (report card, absentee notices, newsletter, etc.) either mailed or sent home via the child. Parents may request a separate mailing for regular newsletters and report cards by notifying the Principal in writing.

DUE PROCESS PROCEDURE

The due process procedure listed below will be used whenever an infraction requires suspension.

1. The student will be given oral or written notification of the charges and evidence alleged against him/her.
2. As soon as possible, the student will be given the opportunity to give his/her side of the story.
3. If it is decided by the Assistant Principal that a suspension is justified, the student's parent(s) will be notified by telephone and/or by writing.
4. If the parent(s) wish to appeal the suspension, a meeting will be arranged as soon as a mutually agreeable time can be arranged.
5. If the parent(s) do not request a meeting before the suspension is completed, a parent conference may be requested prior to readmittance.
6. If the administrator feels that the student is a physical threat to another individual, the student may be sent home immediately, by-passing the previous steps listed.
7. Long-term suspension and suspension for the year will require a more formal meeting, which will be explained and arranged by the Superintendent of Schools.

APPENDIX

NEW HAMPSHIRE STATE LAW

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil.

- I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:
 - (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
 - (b) The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
 - (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;
 - (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located;
 - (e) The pupil has been exempted from attendance pursuant to RSA 193:5;
 - (f) The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:

- (1) Obtaining a GED certificate; or
 - (2) Documenting the completion of a home school program at the high school level by submitting a certificate or letter to the department of education;
 - (g) The pupil has been accepted into an accredited postsecondary education program; or
 - (h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.
 - (1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.
 - (2) Alternative learning plans shall be developed, and amended if necessary, in consultation with the pupil, a school guidance counselor, the school principal and at least one parent or guardian of the pupil, and submitted to the school district superintendent for approval.
 - (3) If the superintendent does not approve the alternative learning plan, the parent or guardian of the pupil may appeal such decision to the local school board. A parent or guardian may appeal the decision of the local school board to the state board of education consistent with the provisions of RSA 21-N:11, III.
 - II. A child who reaches the sixth birthday after September 30 shall not be required to attend school under the provisions of this section until the following school year.
 - III. In this section, ""parent" means a parent, guardian, or person having legal custody of a child.
- Penalty. Any person who does not comply with the requirements of this subdivision shall be guilty of violation and any fines collected hereunder shall be for the use of the district. (RSA 193.7)*

**NHIAA CODE OF ETHICS
FOR INTERSCHOLASTIC ATHLETICS**

Definition of Sportsmanship

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others.

Athletes should be aware of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment of fair play, ethical behavior and integrity.

In order to promote desirable behavior and enhance the overall quality of secondary school athletic programs for which the NHIAA has assumed responsibility, the following Code of Ethics is in effect:

It is the duty of all concerned with secondary school athletic programs to . . .

1. Cultivate an awareness that participation in high school athletics is part of the total educational experience.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
3. Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
4. Recognize that the purpose of athletics in school programs is to develop and promote the physical, mental, moral, social and emotional well-being of individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of a participant.
6. Avoid practices which force students to specialize or which restrict them from participation in a variety of athletics.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school athletics.
8. Encourage the development of proper health habits and vigorously discourage the use of chemicals, including alcohol and tobacco.
9. Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
10. Encourage everyone not to judge the true success of the athletic program on the basis of a win or loss.
11. Treat opposing team members and officials respectfully and encourage behavior which will create positive relationships between schools.

MERRIMACK SCHOOL DISTRICT CO-CURRICULAR EXPECTATIONS

The co-curricular program for the Merrimack School District includes the following:

- All interscholastic athletic teams
- The performing arts program (non-credit bearing)
- Student government and Class officers
- All clubs

The following co-curricular expectations are designed to:

- Uphold the educational value of programs where each individual contributes to the whole for the success of the group and or team
- Ensure students perform at peak levels, developing self and group/team discipline
- Prepare students for living within the law and contributing to their community.
- Reflect the school district's high standards.
- Ensure that students participating in co-curricular programs serve as good representatives of our schools and demonstrate appropriate representation through their character, sportsmanship, teamwork, mutual respect and trust.

Each co-curricular program may have additional expectations; these additional rules will be placed on file in the administrative offices.

Once a student has begun his/her first sport or activity of the year he/she is under the agreement for the remainder of the school year. In case of a violation of this agreement, all remediation must be completed before participation in an ensuing activity or event, even into the next school year.

ACADEMIC and BEHAVIORAL EXPECTATIONS

Academic Performance

For a student athlete to be eligible to participate in interscholastic sports they must maintain a C minus average, 1.67. Eligibility grades are based on quarter grades and not semester grades. Athletes participating in fall sports will be deemed to be eligible or ineligible by the previous fourth quarter grades. All incoming freshmen are eligible to participate in a fall sport. For winter and spring sports, freshmen student athletes will adhere to the Merrimack High School eligibility standard of passing four units of work (NHIAA criteria) and maintaining a 1.67 or better grade point average. Eligibility status is determined on the day that official report cards are distributed to students. Academic Make-Ups: A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through academic/credit recover programs completed prior to the first date to play a sport as listed in By-Law Article XXXVIII of the NHIAA Handbook. Individual schools may adopt more restrictive policies relative to academic make-up based on the school district philosophy and/or resources.

A student may petition for an academic appeal. Please note that athletes must meet eligibility regulations of the NHIAA. Pursuant to NHIAA By-Law Article II Eligibility, Section 2-F: Scholastic Standing, Special Educations Students: Student receiving service under I.D.E.A., 89:313, R.S.A. 186C and related State Board of Education regulations, to include students receiving service pursuant to Section 504 of the Federal Rehabilitation Act of 1973, may be declared academically eligible by their Principal provided that all other eligibility requirements are met.

Behavioral Expectations

Students who participate in Merrimack School District co-curricular programs are expected to adhere to high standards, both physically and socially. The following behaviors constitute violations of these expectations:

- Illegal use or possession of tobacco in any form
- Illegal use or possession of alcoholic beverages
- Illegal use or possession of drugs and/or mood-altering substances
- Gambling on any Merrimack School property or at any school sponsored event
- Vandalism
- Stealing
- Bullying and/or harassing others
- Being convicted of any criminal act on or off of school property
- Arrest and/or release to Protective Custody (PC) may be construed as a violation of the policy.
- Gross misconduct including, but not limited to: assault on an advisor, coach, judge, official, participant, opponent or spectator, leaving an activity in anger, interrupting the flow of the activity or inappropriate behavior and/or gestures directed toward any of the above (NHIAA policy criteria)
- Hazing and team activity initiations involving hazing (according to New Hampshire RSA 631:7)
- Any other behaviors not listed that the administration deems to be inappropriate

Students who participate in any Merrimack School co-curricular activities are expected to not attend gatherings at which alcohol or drugs are being illegally consumed or other illegal activities are taking place. If Merrimack School officials receive information that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with the administration to review the health, safety, legal and social risks associated with these activities. The student and his/her parent/legal guardian will work cooperatively with the administration to determine a corrective action and follow-up plan.

First Violation

For whichever is longer of fourteen (14) calendar days or the period of time necessary for the student to meet the following conditions: (1) the student cannot participate in or dress for games, scrimmages, competitions, performances, voting etc. (2) the student must be present at all practices,

meetings and contests (3) the student must attend a meeting with his/her parent and the coach/advisor and/or counselor to cooperatively develop a corrective action and follow-up plan which may include counseling and/or community service.

Second Violation (within the same school year)

The student will be suspended from participation in all co-curricular programs for sixty (60) calendar days (violation time may proceed into the next school year). To regain eligibility to participate in co-curricular programs, the student must present and receive approval of and complete a remediation plan. The plan must include counseling and community service. Administration must approve the plan and proposed community service and confirm that all conditions have been met.

Third Violation (within the same school year)

The student is suspended from participating in all co-curricular programs for one (1) calendar year. Any student wishing to participate in co-curricular activities in subsequent school years must meet with administration, guidance counselor and parents/legal guardians to develop a long term remediation plan before returning to activities or athletics.

Appeals Process

Students will be accorded due process as is outlined in the Parent/Student Handbook. All appeals (academic or code violations) must be submitted in writing to administration. Violation consequences will be in effect during the appeal process. Students who need confidential assistance or support concerning any of the behaviors or academic requirements listed above may contact their guidance counselor or administration.

SCHOOL ATTENDANCE EXPECTATIONS

School Attendance

Students who participate in Merrimack School District co-curricular activities are expected to attend school on the day of the meeting, practice, contest or performance. Any student who does not attend school by the beginning of his/her first scheduled class for reasons of sickness or truancy will not be eligible to participate in any scheduled meeting, practice, contest or performance on that date. First class absences are waived if parental written excuse is presented upon return. If the violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following disclosure. Repeated violations would be considered gross misconduct. Administration may grant exceptions to this for extenuating circumstances.

School Suspension

Any student suspended from school will not be able to participate in or attend any co-curricular program, game, performance, practice, and/or meeting on the day or days of the suspension.

Athletic Codes

An athlete may not quit one sport and try out for another sport after the season has begun without the mutual consent of both coaches. "After the season has begun" is defined as the first scrimmage or game, whichever comes first.

An athlete who has been injured and has received medical treatment must receive written clearance from the treating physician or designee to return to participation.

It should be understood that any person who participates in a sport is subject to injury. These injuries may occur despite proper training, safe practice and game environments

Parents agree to be supportive and encouraging of all participants, coaches and officials at all athletic events. Good sportsmanship will be displayed at all times by all spectators (refer to the "Communications and Behavior Guidelines brochure).

All NHIAA rules and policies will take precedence as the minimum level of expectation.

All athletes must travel to and from events with the team. Requests must be submitted in writing and approved by administration.

Revised 8/2010

MERRIMACK SCHOOL DISTRICT
CO-CURRICULAR EXPECTATIONS

Please sign and return this form to the coach/advisor indicating receipt and understanding of all rules and regulations pertaining to the sport/activity.

I have read the "Co-curricular Expectations" and understand my responsibility as a participant in a sport or activity.

Team or activity you are participating in (please print): _____

Student Name (please print): _____

Date: _____ Student Signature: _____

I have read the "Co-curricular Expectations" and understand it.

Date: _____ Parent/Guardian: _____

Date: _____ Coach/Advisor: _____

September 5, 2017

Dear Parents:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing materials (ACM). The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

The Merrimack School District contracted with Hall-Kimbrell Environmental Services to bring our schools into compliance with the AHERA regulations. The inspection of our schools is complete, and some ACM were identified in our buildings. The materials are distributed in various locations and included floor and ceiling tiles, pipe insulations, and mechanical areas not readily accessible to building occupants or students.

Our Management Plan is in effect. It outlines in detail the methods we are using to maintain the materials in a safe manner. It also includes a schedule for the phased removal of these materials as applicable. The Merrimack School District has removed all identified ACM from all schools except floor tiles. This plan will be updated from time to time as required by AHERA.

A copy of the Management Plan is on file for your review at the school administrative office at 36 McElwain Street, Merrimack, NH. Copies of individual building inspection reports are on file in each school's administrative office.

Sincerely,

Marjorie C. Chiafery
Superintendent of Schools

MERRIMACK SCHOOL DISTRICT 2017 - 2018 SCHOOL CALENDAR

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
AUGUST					
(0)	TW	TW	TW	TW	

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
SEPTEMBER					TW
(19)	3<	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
FEBRUARY					1 2
(17)		5	6	7	8 9
		12	13	14	15 16
		19	20	21	22 23
	3<	3<	3<		

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
OCTOBER					
(21)	2	3	4	5	6
	3<	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
MARCH					
(20)				3<	3<
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30 *

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
NOVEMBER					1 2 3 *
(18)	6	7	8	9	3<
	13	14	15	16	17
	20	21	3<	3<	3<
	27	28	29	30	

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
APRIL					
(16)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	3<	3<	3<	3<	3<
	30				

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
DECEMBER					1
(16)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	3<	3<	3<	3<	3<

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
MAY					
(22)		1	2	3	4
		7	8	9	10 11
		14	15	16	17 18
		21	22	23	24 25
	3<	29	30	31	

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
JANUARY					
(21)	3<	2	3	4	5
		8	9	10	11 12
	3<	16	17	18	19 *
	22	23	24	25	26
	29	30	31		

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
JUNE					1
(10)		4	5	6	7 8
		11	12	13	14 ★
	★	★	★	★	★

180 Days for Students 3< School Closed	★ Makeup Days * End of Quarter	187 Days for Teachers YW - Teacher Workshop
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— IMPORTANT DATES DURING THE SCHOOL YEAR —

August 28-Sept. 1	- Teachers' Workshops	January 15	- Martin Luther King, Jr. Day
September 4	- Labor Day	Feb. 26 - March 2	- Winter Recess
September 5	- First Day of School	February/March	- Parent Conferences
October 9	- Columbus Day	April 23 - 27	- Spring Recess
October/November	- Parent Conferences	May 28	- Memorial Day
November 10	- Veterans' Day (observed)	June 14	- Last Day of school
November 22 - 24	- Thanksgiving Recess	June 15 - 22	- ★ Make-up Days
Dec. 25 - Jan. 1	- Holiday Recess		