

# Merrimack School District



## *Merrimack High School Student Handbook*

*(for Parent & Student Review)*

# 2024-2025

**MERRIMACK SCHOOL DISTRICT**  
**School Administrative Unit #26**  
**36 McElwain Street**  
**Merrimack, New Hampshire 03054**  
**Tel. (603) 424-6200 Fax(603) 424-6229**

**AMANDA S. DOYLE**  
*Assistant Superintendent for Curriculum*

**EVERETT V. OLSEN JR.**  
*Chief Educational Officer*

**MATTHEW D. SHEVENELL**  
*Assistant Superintendent for Business*

August 29, 2024

Dear Parents/Guardians:

We hope that this booklet provides parents and guardians with information which will be helpful to you. The staff looks forward to working cooperatively with you this year to provide a positive and meaningful learning experience for your child.

This booklet was developed to assist you in becoming more knowledgeable about the day-to-day operations and the policies and procedures that are pertinent to the students' well-being.

Sincerely,



Everett V. Olsen, Jr.  
Chief Educational Officer

**MERRIMACK SCHOOL BOARD**

Lori Peters, Chair .....	lori.peters@sau26.org.....	603-325-0179
Jenna Hardy, Vice Chair .....	jenna.hardy@sau26.org.....	603-682-9696
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**ADMINISTRATIVE PERSONNEL**

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Melissa Fazlic .....	424-6200
<i>Director of Technology &amp; Library Media Services</i>	
Jason Pelletier .....	424-6203
<i>Director of Student Services</i>	
Sarah Reinhardt.....	424-6211



## Mission Statement



The Merrimack School District will provide a high quality, future-driven education to all students in the community. Students will engage in learning opportunities that reflect both rigor and relevance, along with meeting their cognitive, social, and emotional needs. The District will prepare students to understand, adapt, and adjust to civic, economic, social, and technological challenges in the world. Our overall goal is to inspire, create, and encourage students to be curious, connected, prepared, resilient, dedicated individuals that are lifelong, expert learners; Merrimack graduates exercise judgment, are innovative, and become responsible, contributing members of society.





# Vision of a Learner

## Merrimack School District



### Curious

Learners wonder about and seek opportunities to explore the world around them and are open to new experiences. They listen, ask questions, and gather resources to build understanding. Learners are engaged, critical, and creative thinkers who solve problems and demonstrate understanding.



### Connected

Learners are citizens of their school, community, state, and the world. They build positive relationships through the development and use of interpersonal, communication, and empathy skills. Learners consider and respect different perspectives, evaluate the impact of their actions, and demonstrate compassion for others.



### Prepared

Learners engage in authentic learning experiences that prepare them with necessary and practical skills for everyday life, including digital and financial literacy. They learn to create and use a plan to guide their own academic, career, and social emotional development. Learners develop collaboration, communication, self-management, and decision making skills.



### Resilient

Learners understand that risk taking and failure are part of the learning process, and perceive challenges as an opportunity for growth. They can use their knowledge about themselves to advocate for their needs and recognize when they need help. Learners develop and evaluate multiple ways to solve problems and complete tasks.



### Dedicated

Learners seek to contribute to their local and global communities, giving their time and energy to pursue their goals. They are life-long learners who possess the self-worth and confidence to explore and champion their interests and passions, inspiring others to do the same. Learners persevere and collaborate to set and achieve meaningful goals.



## Vision of a Graduate

Merrimack High School students engage in authentic learning that prepares them with necessary life skills to become independent as individuals and active participants as citizens upon graduation.



**Mastricola Upper Elementary**  
**Mastricola Elementary**

**Reeds Ferry Elementary**  
**Thorntons Ferry Elementary**

**Merrimack High**  
**Merrimack Middle**

# **Merrimack High School**

## **Vision of a Graduate**



Merrimack High School students engage in authentic learning that prepares them with necessary life skills to become independent as individuals and active participants as citizens upon graduation.

### **Merrimack High School Graduates are Positive Community Members.**

Graduates are effective creative and critical thinkers. They feel empowered to be leaders, to care about their self-worth, others, and their local and global community. This may be evidenced by being resilient, ethical, open-minded, confident, and flexible.

### **The Merrimack Graduate Will be Future Ready.**

Graduates are driven to achieve their goals. The Merrimack graduate will take ownership of and responsibility for their choices and will continue to be self-directed, lifelong learners.

They have prepared for this by:

- Participating in a dynamic curriculum that aligns to the State and National Standards.
- Developing executive functioning skills
- Becoming digitally and financially literate.
- Developing communication skills in areas of listening, speaking and writing.

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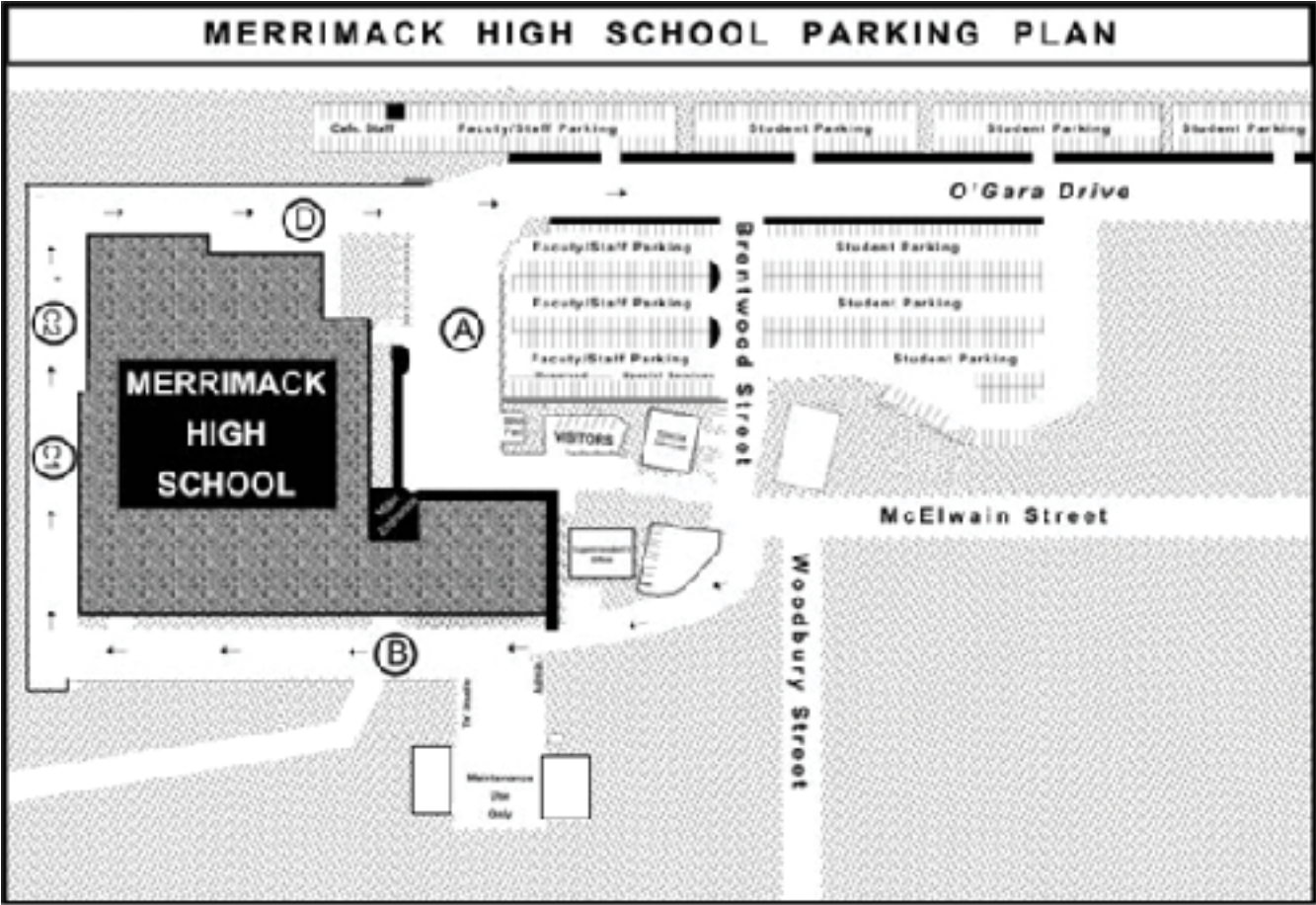
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PARKING PLAN



## BELL SCHEDULE

### Monday, Tuesday Friday Schedule (8 Periods)

Period	Time	Length
Period 1	7:30-8:14	44 minutes
Period 2	8:18-9:02	44 minutes
Period 3	9:06-9:50	44 minutes
Period 4	9:54-10:38	44 minutes
Period 5	10:42-11:26	44 minutes
Period 6	11:29-12:39	44 minute class & 22 minute lunch
6A	11:29-11:51	22 minutes
6B	11:53-12:15	22 minutes
6C	12:17-12:39	22 minutes
Period 7	12:43-1:27	44 minutes
Period 8	1:31-2:15	44 minutes

### Wednesday/Thursday Block Days (4 Periods)

Period	Time	Length
Period 1 or 2	7:30-8:54	84 minutes
Period 3 or 4	8:58-10:22	84 minutes
Advisory	10:26-10:46	20 minutes
Period 5 or 6	10:50-12:47	84 minutes + 30 minute lunch
Lunch A	10:50-11:20	30 minutes
Lunch B	11:32-12:02	30 minutes
Lunch C	12:17-12:47	30 minutes
Period 7 or 8	12:51-2:15	84 minutes

**BELL SCHEDULE**  
**2-Hour Delayed Opening**  
**Revised 7/29/24**

**24-25 2-Hour Delay Schedule (8 Periods)**

<b>Period</b>	<b>Time</b>	<b>Length</b>
Period 1	9:30-9:59	29 minutes
Period 2	10:02-10:31	29 minutes
Period 3	10:34-11:03	29 minutes
Period 4	11:06-11:36	29 minutes
Period 5	11:38-12:07	29 minutes
Period 6	12:10-1:10	35ish minute class (w/passing)/20 minute lunch
Lunch A	12:10-12:30	20 minutes
Lunch B	12:30-12:50	20 minutes
Lunch C	12:50-1:10	20 minutes
Period 7	1:13-1:42	29 minutes
Period 8	1:46-2:15	29 minutes

**24-25 2-Hour Delay Schedule (Block)**

<b>Period</b>	<b>Time</b>	<b>Length</b>
Period 1 or 2	9:30-10:31	61 minutes
Period 3 or 4	10:34-11:35	61 minutes
Period 5 or 6	11:38-1:09	61ish minute class/30 minute lunch
Lunch A	11:39-12:08	30 minutes
Lunch B	12:08-12:38	30 minutes
Lunch C	12:38-1:09	31 minutes
Period 7 or 8	1:13-2:15	62 minutes

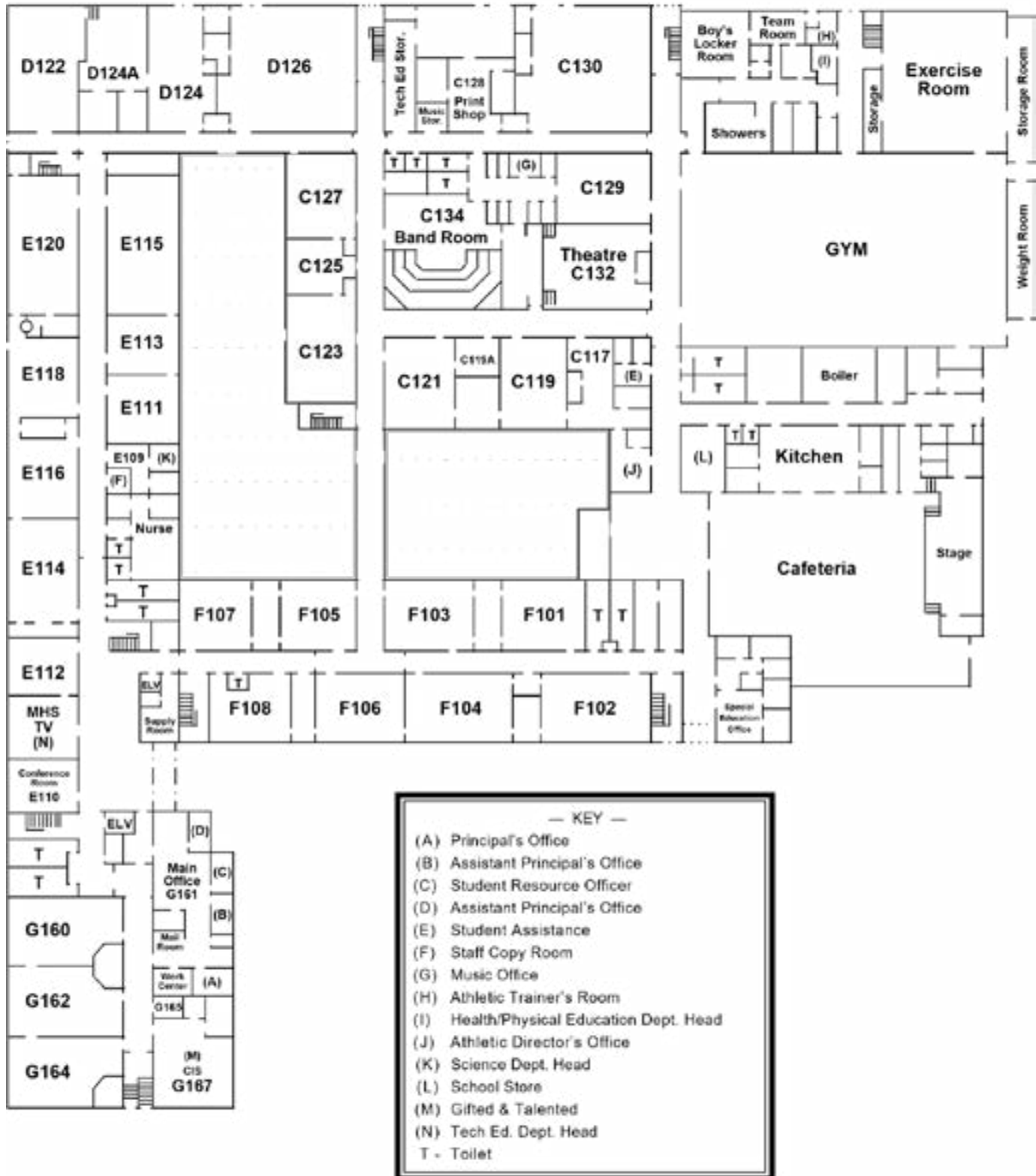
**BELL SCHEDULE**  
**Early Release**

**24-25 Early Release Schedule (8 Periods)**

<b>Period</b>	<b>Time</b>	<b>Length</b>
Period 1	7:30-7:52	22 minutes
Period 2	7:55-8:17	22 minutes
Period 3	8:20-8:42	22 minutes
Period 4	8:45-9:07	22 minutes
Period 5	9:10-9:32	22 minutes
Period 6	9:35-9:57	22 minutes
Period 7	10:00-10:22	22 minutes
Period 8	10:25-10:47	22 minutes
Lunch for All	10:50-11:15	25 minutes

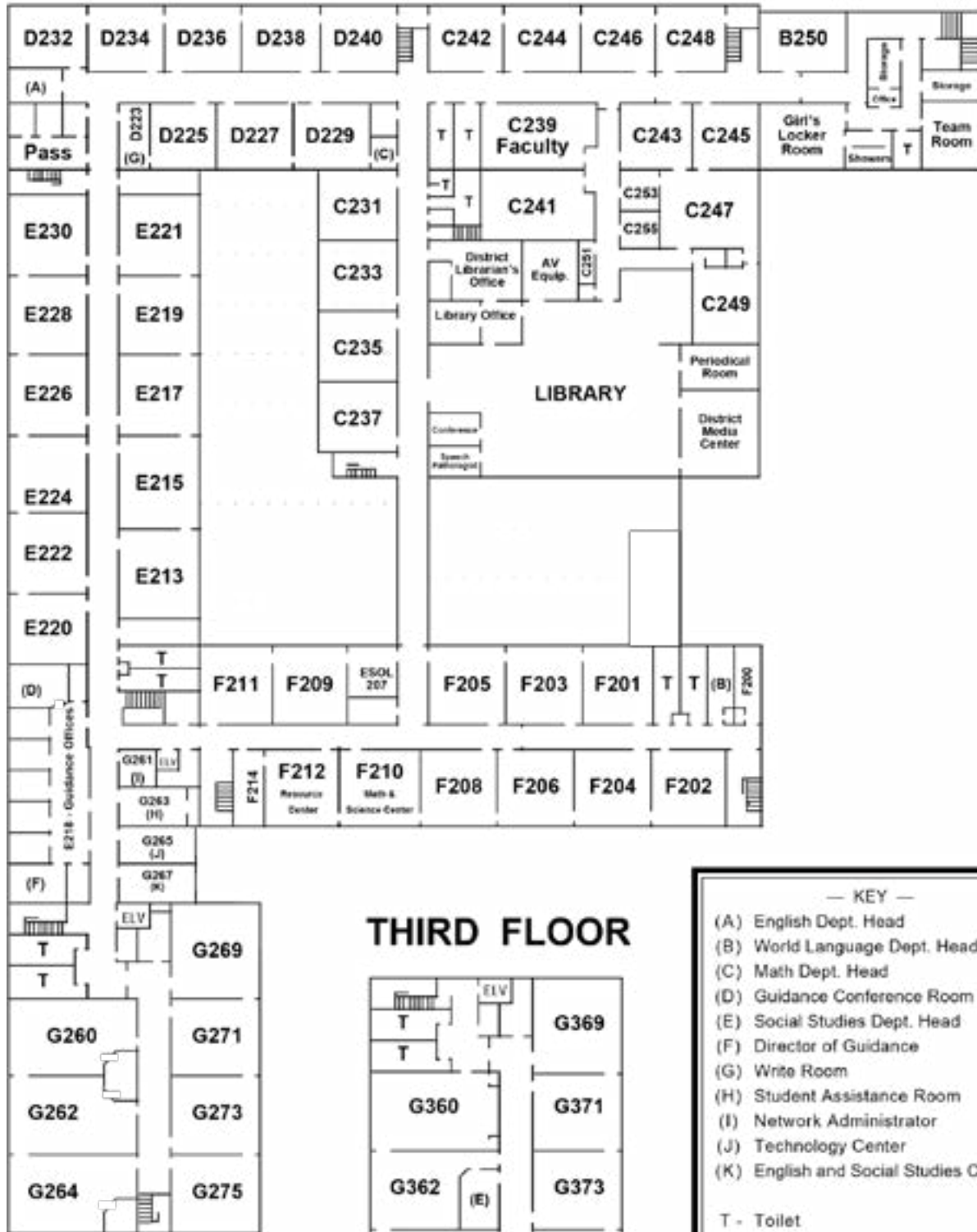
# FLOOR PLANS

## MERRIMACK HIGH SCHOOL FIRST FLOOR



# FLOOR PLANS

## MERRIMACK HIGH SCHOOL SECOND FLOOR



Merrimack High school is a comprehensive high school serving approximately 1,100 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 through PowerSchool. If you do not have access, please come to the Main Office to set up an account. Generally, report cards are available 7-10 days after the close of the quarter.

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](#)). Parents may communicate directly with teachers and/or counselors if they have questions or concerns.

**This handbook includes links to various Merrimack School District policies. If you require a hard copy of any of the policies referenced herein, please contact the Superintendents office at 603-424-6200.**

## ACCIDENTS

All accidents must be reported to the school nurse. Accident forms are available in the Nurse's Office. Please also see [School Board policy EBBB](#).

## ADVISORY

Advisory will be held twice a week. Students must remain in their Advisory. Passes can be issued to see a teacher for academic reasons. Students may receive a .25 credit each year for attending and participating in Advisory.

## ALCOHOL AND DRUG USE/ABUSE

All schools within the Merrimack School District, including Merrimack High School, as well as District property and transportation, are all part of the Drug-Free Zone under RSA 193-B.

***Students who possess, use and/or distribute*** any alcoholic beverage(s), illegal narcotic(s), dangerous drug(s), or intoxicant(s) of any kind on school property, school transportation, or at school sponsored events shall be subject to immediate disciplinary action.

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.

MHS has entered into a partnership with outside resources to support students in becoming more informed and cessation. The Youth Council offers screening and assessment, 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, the spirit week assembly, pep rallies, guest speakers, plays 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.

## ATTENDANCE POLICIES

### ABSENTEEISM FROM SCHOOL

Parents and students are expected to share with the school the responsibilities for regular attendance. The school must be notified by a parent/guardian of any anticipated student absences by the dialing 603-424-6204, 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. See [District Policy JH](#). Students are expected to make up all missed work.

### CLASS ABSENCE LIMIT

To receive credit for a course, a student must not exceed the ten-day unexcused absence limit.

Excused and unexcused absences are defined in the [District Policy JH](#).

In or Out-of-School Suspension/Intervention days are not counted toward the attendance policy.

It is an important imperative that students have strong and consistent attendance to foster student success and progress toward graduation.

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 a loss of credit to the principal. See Appeal Process for Parents for Non-Disciplinary Matters.

### TARDY TO SCHOOL

If a student arrives (unexcused) 15 minutes late to a class it is considered tardy. More than 15 minutes late will be considered an absence.

### 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 communicated dismissal must include a telephone number where the parent/guardians 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 day, he/she should follow the above procedure (**Tardy to School**).

Tardiness and/or dismissals which result in a student missing 30 minutes or more of a class will be counted as class absences.

Please also see [District Policy JH](#).

## 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.

**Students are expected to return all textbooks and loaned materials at the conclusion of the course, the conclusion of the school year, or upon withdrawal from the school or district, whichever occurs first.**

## CAFETERIA

**IN GENERAL, ALL FOOD AND DRINKS (WITH THE EXCEPTION OF WATER) SHOULD 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

1. Students will demonstrate rules of common courtesy to fellow students, staff, and administration at all times and adhere to the MHS Code of Conduct.
2. Students will follow all instructions from staff.
3. 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.
4. 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.)
5. Seniors may go to the courtyard with an MHS ID and permission of the on-duty personnel.
6. Students will not be permitted to loiter in the lobby.

### Courtyard Guidelines – Seniors

1. Given good weather, the courtyard will be open to seniors. The purpose of the courtyard is for seniors to read and relax, and it is only open during the lunch periods.
2. Be respectful of the classrooms around the courtyard; please keep the noise level down.
3. Be respectful of the surroundings in the courtyard.
4. The MHS Dress Code applies to the courtyard.
5. Games are permitted unless the activity disrupts adjacent classrooms.

## CELL PHONE AND ELECTRONIC DEVICE POLICIES

Merrimack High School is transitioning away from being a Bring Your Own Device (BOYD) School. The transition away from BYOD was proposed to the School Board in the Spring of 2023. The tentative transition plan is as follows:

2024/25 School Year - Class of 2026, Class of 2027, Class of 2028 are NO BOYD  
2025/26 School Year - All School NO BOYD

Students:

- Cell phones are prohibited in all academic spaces, which include all classrooms, Advisories, Learning Commons (Library), and study hall.
- Cell phones must be away in your backpack, NOT in your pocket.
- No earbuds.
- Teachers may direct students to place cell phones in a specific area during a test or for any reason.
- For Seniors, cell phones may not be used as your personal device. Chromebooks are available.
- Cell phones are ONLY permitted to be out/used during passing time and lunch. Juniors and Seniors may also use phones during Caf Study.
- Non-compliance with cell phone policy may result in confiscation of the cell phone. Staff members may turn in the cell phone at the main office; parents may need to pick up the cell phone. Students may face progressive consequences from administration.
- Due to privacy and safety issues, use of the camera function on cell phones is strictly prohibited. Violation of this rule will result in confiscation and disciplinary action.
- Text messaging must comply with this cell phone policy.

During a drill or emergency, 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.

Personal electronic devices including, but not limited to, iPods, and gaming devices. The use of personal electronic devices are subject to the same rules and regulations as cell phones, as outlined above. If student's violate MHS protocols through the use of such devices, these devices could be confiscated and returned to the student at the end of the school day. Subsequent violations may result in parent involvement and disciplinary action.

Although the use of electronic audio 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 device.

Classroom teachers may use their discretion and to allow for cell phone use in class, if necessary for academic purposes or extenuating circumstances.

This policy does not apply to students utilizing assistive technology consistent with an IEP or Section 504 Plan.

We request that parents not text or call the student during the day. If there is an emergency, please contact the Main Office.

## **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, obtained through/from AI, or shared through photos/texts.

## **CLASS DUES**

Class dues are collected from members of each class to help cover the cost of class activities. These include paying large deposits needed to secure venues and services for events such as Sophomore Semi, Prom, and Senior Week (this list is not all inclusive). These deposits are often due many months before tickets are sold to students.

Class Dues are \$10 per year and may be paid yearly, or students may elect to pay for all four years at once. The collection of Class Dues is the responsibility of the Class Officers, under the supervision and direction of the Faculty Advisor(s) for that class.

Students not current on class dues will be UNABLE to participate in these optional class activities or events until they are current on class dues.

## COMFORT/SUPPORT ANIMALS

### Guidance Pertaining to Comfort/Support Animal

Absent extraordinary circumstances, no student and/or family-owned pets will be permitted at school or on school grounds, including emotional support and comfort animals, unless the animal's presence is required for a student to receive a free appropriate public education, as determined by that student's IEP or Section 504 Team. This prohibition does not include service animals governed by [District Policy IMGA](#). Any request to bring an animal to school or on school grounds that does not involve a special education or Section 504 student must be made to the Superintendent. The request will be reviewed by the Superintendent or their designee and will only be granted in unusual or extraordinary circumstances. The decision of the Superintendent shall be final. The School District may bring in animals for emotional support purposes following a traumatic or other events that emotionally impact students and/or staff.

## CREDIT RECOVERY PROGRAMS

### EVENING ACADEMY

The Merrimack High School Evening Academy will be held each semester beginning September for the first semester and February 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/foundations level. Additional information can be obtained in the School Counseling Office.

### SUMMER INSTITUTE PROGRAM

Credit recovery courses are available for students who have failed a required 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, including but not limited to: English, Math, Science, Social Studies. The Summer Institute runs for a 6-week period.

### 8.5 SUMMER ACADEMY

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 school counselor or the Summer Institute director.

## DANCES/CO-CURRICULAR

All dances sponsored by Merrimack High School clubs/organizations are subject to the District's policy on [Student Behavior, Conduct, Discipline, and Due Process \(Policy JICD\)](#), the [Merrimack School District Co-Curricular Expectations](#), and the following regulations:

- Merrimack High School students with student IDs may attend. Guests (non-MHS students) may be allowed to the Sophomore Semi or Prom. Guests must have prior approval from the administration and their host school (when applicable), and they must be at least a freshman in high school and under 21 years of age. The Merrimack High School administration reserves the right to deny access to the dance if the behavior of any student/guest is deemed inappropriate by either the sending school's administration or Merrimack High School administration. The MHS student host should familiarize his/her guest with the District's policy on [Student Behavior, Conduct, Discipline, and Due Process \(Policy JICD\)](#) and the [Merrimack School District Co-Curricular Expectations](#), and will be held accountable for his/her guest's behavior.
- To attend, students must be present in school the day of the dance and, if the dance is on the weekend, students must be present in school the preceding Friday.
- Once students leave the building, they are not allowed to return to the dance and must leave school grounds.
- Students who expect to arrive more than 90 minutes after the start of a dance must receive prior approval from the MHS administration.
- The Senior Semi-formal is an MHS senior class only event.
- Attendance and academic success go hand in hand. Students are required to attend all classes each day. Cutting class will result in an unexcused absence. Students who are habitually absent (4 or more per semester), cut classes and/or school may not be eligible to attend school related activities and dances. Students should see their Assistant Principal to check eligibility.

## 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 and/or look alike 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.**

Please also see [School Board policy JICD](#), which contains the disciplinary consequences for possessing a weapon at school.

## DRESS CODE POLICY ([POLICY JICA](#))

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

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 may not wear clothing, jewelry, accessories, personal items, or show tattoos that through word, design or double meaning display, advertise or otherwise:**

- Depict pornography, sexual references, sexual language or innuendo, profanity, or vulgarity.
- Show private parts/areas, or undergarments. Specifically, clothing must cover private areas in opaque (not able to be seen-through) material.
- Contain threats, encourage violence, or promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or gang symbols, association, or activities.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, national origin, or any other protected groups.
- Include materials and features that could cause harm to self or others. Spikes, or any similar features, are not permitted on any articles of clothing or accessories, including hats, shoes, belts, etc. Additionally, body jewelry, piercings, or clothing that may pose a safety concern will not be allowed.
- Cover a student's face (hoods and hats) to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose) and represents a possible security risk.
- Promote intolerance of or lack of respect to others based on age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, national origin, or economic background.

A student who violates the dress code may 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, the 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.

#### **EARLY RELEASE/LATE ARRIVAL PRIVILEGE – JUNIORS AND SENIORS ONLY**

To be eligible for Late Arrival/Early Release the following conditions must be met:

- Must be in good academic standing with a MINIMUM OF A 70 AVERAGE IN ALL CLASSES
- Parent/guardians permission must be granted in writing.

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

Juniors/Seniors granted late arrival should arrive at school no earlier than five minutes before the end of the previous class unless prior arrangements have been made with their assistant principal.

Juniors/Seniors granted early release must leave school immediately following their seventh period class and cannot return until after 2:15 PM unless prior arrangements have been made with their assistant principal.

Juniors/Seniors who wish to be considered for late arrival/early release but who do not meet the above criteria should schedule a meeting with their assistant principal to discuss this issue.

## EXTENDED LEARNING OPPORTUNITY POLICY

The **Extended Learning Opportunity** (ELO) Program allows students to earn credit outside of Merrimack High School through community partners, or within Merrimack High School by working with a teacher on a specific course of study or project.

ELOs at Merrimack High School fall under one of several categories: Independent Study, Advanced Study, Project Based Learning, Career Exploration, or Internships. Students seeking to participate in an ELO should reach out to the Director of Graduation Pathways to seek ongoing opportunities or arrange something targeted at a specific interest area. ELOs will require a student to work with a teacher facilitator or a community member, with credit being awarded as “pass/fail” or for a grade.

ELOs can only be awarded for elective credit (not graduation requirements) and will come from the Director of Graduation Pathways once a student successfully demonstrates the competencies agreed upon at the start of the ELO.

Please see [School Board Policy IHBH](#), Extended Learning Opportunities, as it offers further details on the program.

Please see the [Program of Studies](#) for additional information on graduation requirements.

## FIELD TRIP - OVERNIGHT - OVERSEAS TRIPS PERMISSION SLIPS

The Merrimack School District encourages off-site educational experiences that expand the school curriculum and that also educate the whole child. Such experiences are viewed as class time in another location. It is the responsibility of each Principal to assure that such student experiences are thoroughly planned in the interest and protection of the pupils involved and that the behavioral expectations are the same as in the classroom. Educational alternatives will be provided to students who do not attend a field trip.

The Principal and the Assistant Superintendent for Curriculum, Instruction and Assessment will approve or disapprove any field trip request.

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 chaperone’s along with administrative approval.

Parents/guardians are allowed to pick up their own child/student from field trips but must submit the [Alternate Field Trip Transportation Form](#) at least 24 hours prior to the event. If a parent would like their student to ride home with another parent, they would need to submit the [Alternate Field Trip Transportation Form](#) at least 24 hours prior to the event.

If parents/guardians provide transportation to, or allow another adult to provide transportation to, scheduled school field trips, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability. Under no circumstances will students transport themselves or other students to or from any school event.

## 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 for the entire semester.

1. All final assessments will count as 10% 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. To facilitate these alternative assessments, teachers could 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 guidelines 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.

## GAMBLING

Gambling of any kind is not allowed in school.

## GRADUATION REQUIREMENTS

Class of 2025-2027				Class of 2028 & Beyond			
ENGLISH		SOCIAL STUDIES		ENGLISH		SOCIAL STUDIES	
9	1.0	Civics	0.5	9	1.0	World Studies	1.00
10	1.0	Economics	0.5	10	1.0	US History	1.00
11	1.0	US History	1.00	11	1.0	Civics	0.5
12	1.0	Elective/World	0.5	12	1.0	Economics	0.5
	4.00	Hist/World Geo			4.00		3.0
PHYS. ED				SCIENCE		WELLNESS	
PE	0.5			Physical Science	1.0	PE	1.0
Elective	0.5	Physical Science	1.0	Life Science	1.0	Health	0.5
	1.0	Biology	1.0	Elective	1.0		1.5
					3.0		
	MATH 3.00		2.0			MATH	3.00
	FINE ARTS 0.5					FINE ARTS	0.5
	HEALTH 0.5					COMPUTER	0.5
	COMPUTER 0.5					ELECTIVES	6.5
	ELECTIVES 7.0					TOTAL	22
	TOTAL 21.0						

## PROGRESS TOWARDS GRADUATION

Beginning with the Class of 2026, promotion to the next grade is based on the number of necessary credit earned by the end of each school year.

Promotion to the next grade is based on the number of accumulated credits at the end of the school year. Retained students will be promoted at mid-year if they have obtained the necessary credits. However, promotion to senior status mid-year requires an approved plan for satisfying graduation requirements by the end of the academic year.

Freshman = 5 credits

Sophomore = 10.5 credits

Junior = 15.5 credits

## MERRIMACK HIGH SCHOOL DIPLOMA

A diploma is issued to students who successfully complete 21 (classes of 2025-2027) and 22 classes (class of 2028 and future) credits and meet specific course requirements as shown above. Meeting such requirements may include individually determined modifications to instructional and assessment methods.

## **MERRIMACK HIGH SCHOOL DIPLOMA WITH HONORS**

A 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).

## **STATE STANDARD DIPLOMA**

A New Hampshire State Standard Diploma for Academic Achievement (20 credits) may be awarded to any student who completes the state minimum required units of study as defined by Ed 306.27(m) but who does not qualify for a Merrimack High School diploma as designated in Board Policy. The principal must approve this request prior to awarding an alternative diploma. All high school students must engage in a math experience (not necessarily a math credit) for every year they are in high school until graduation.

## **ADULT DIPLOMA PROGRAM**

The Merrimack School District offers a 20 Credit Adult Diploma that meets the State of New Hampshire high school graduation requirements. This program allows current students, those who have withdrawn from Merrimack High School, as well as adults in Merrimack and the surrounding communities, to attain their diploma using both traditional and innovative courses at Merrimack High School. Merrimack High School students seeking to learn more about the Adult Diploma Program can meet with their School Counselor and with the Director of Graduation Pathways Program.

### **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 School Counseling 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. Students may participate in only one graduation exercise either at the time of receiving a diploma or modified curriculum diploma. Students returning for a fifth year may participate in senior week activities if they complete 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 Administration may consist of the following people:

High School Principal

Director of School Counseling

Assistant Principal

Department Head

Director of Graduation Pathways

Assistant Superintendent for Curriculum, Instruction and Assessment

## 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 Administration 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 PowerSchool grades.
- 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/she believes the request meets the Academic Review guidelines, he/she will set a date for the Administration to meet with the parents, the student, and his/her respective school counselor.

At the Administration 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 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 parents, 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/she 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 Administration 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 meet necessary prerequisites, and have the recommendation of a Merrimack High School counselor. Credit for the course will not be recognized until an official grade has been received and registered.

Students availing themselves of alternative credit methods, such as the Virtual Learning Academy (VLACS) will participate in all assessments required by the statewide education improvement and assessment program. Alternative credits will be recognized on a student's transcripts just as it would if the student was transferring from another school.

VLACS courses may be incorporated into the class rank, if the grade is submitted to the School Counseling Department by March 1st.

Students may choose an alternative credit course. The course must be approved by the School Counseling Department and the building Principal.

Students may take as many alternative credits as they wish but must have 17 Merrimack High School Credits on their transcript to earn a Merrimack High School Diploma. Transfer students are excluded from this 17-credit requirement.

## 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 course selection each spring. Requests for course changes require input from the student, teacher, parent, counselor, department head, and case manager, if appropriate. Students must fill out a course request change form and submit the form to their respective counselor. 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.

For students to maintain sufficient progress towards graduation, it is recommended students are enrolled in a minimum of 5 courses per semester.

## COURSE LEVELS AND GRADING SYSTEM

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

**Though some courses require a prerequisite, a student who has an interest and has not taken the prerequisite should seek the advice of their counselor and teachers.**

Foundation (FD): To develop and refine thinking, reading, verbal, writing, 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.

Comprehensive (CM): To develop higher level thinking, reading, verbal, writing, 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 at a four-year college or university.

Honors (H): To develop advanced thinking, reading, verbal, writing, study skills and content knowledge; to develop understanding of complex concepts; to complete extensive investigating of subject matter; to use sophisticated language and to prepare students who plan on post-secondary education at a four-year college or university.

Advanced Placement (AP): To develop the most advanced thinking, reading, verbal, writing, study skills and content knowledge; to develop and comprehend complex concepts; AP courses are aligned with College Board expectations and offer students the opportunity to complete college-level work while still in high school. Students may earn college credit with a qualifying score on an AP exam.

## GRADUATING CLASSES OF 2020+ CRITERIA FOR COURSES

	FOUNDATIONS	COMPREHENSIVE	HONORS/AP
<b>Goals of Course</b>	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.
<b>Prerequisite Skills</b>	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.
<b>Methodology</b>	Instruction includes frequent student-teacher interaction, a multisensory approach, and practice and application of skill 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.
<b>Assignments</b>	Structure 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.
<b>Evaluation</b>	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 application, independent, complex research projects/reports and demonstrations.

## GRADUATING CLASS 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 scale.

### GRADE SCALE

	<b>FD</b>	<b>CM</b>	<b>H</b>	<b>AP</b>
A+ (97-100)	4.00	4.50	4.75	5.00
A (93-96)	3.75	4.25	4.50	4.75
A- (90-92)	3.50	4.00	4.25	4.50
B+ (87-89)	3.25	3.75	4.00	4.25
B (83-86)	3.00	3.50	3.75	4.00
B- (80-82)	2.75	3.25	3.50	3.75
C+ (77-79)	2.50	3.00	3.25	3.50
C (73-76)	2.25	2.75	3.00	3.25
C- (70-72)	2.00	2.50	2.75	3.00
D+ (67-69)	1.75	2.25	2.50	2.75
D (63-66)	1.50	2.00	2.25	2.50
D- (60-62)	1.25	1.75	2.00	2.25
F (0-59)	0.00	0.00	0.00	0.00

### 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 upon request.

### 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. Students are not allowed to be in possession of any over the counter medication or prescription medication. The nurse can dispense over the counter medications and any prescriptions should be brought to the nurse with a parental permission note. Prescription medications shall be dispensed as set forth in [Administering Medication to Students Policy \(JLCD\)](#).

### HOMEWORK

Homework is intended to support student learning by providing opportunities for practice based on the differentiated needs of students. Homework should be intentionally designed by the teacher to support deeper learning, and build skill acquisition and proficiency. Teachers may assign and grade homework, but it should not be worth more than 10% of a student's overall grade. It is essential that the amount of homework assigned be developmentally appropriate and manageable by the student. Homework completion is the responsibility of the student. The teacher has an obligation to monitor the assigned homework and provide students with timely feedback based on their progress. Given the dynamic learning environment, instruction, and expectations of remote, online, and blended learning classes, as well as independent studies and Extended Learning Opportunities, different homework protocols will be clearly identified by the teacher.

Please see [District Policy IKB](#) for more information on homework.

## HOMework REQUESTS FOR ABSENT STUDENTS

Parents whose student has been absent for at least three consecutive days and will be out for more days may contact classroom teachers to obtain work from teachers. Students are strongly encouraged to check Canvas and PowerSchool for any assignments. Parents can also request a log in for Canvas Observer accounts if necessary.

Any extended absences, including family vacations, must be approved by the principal through a written request by parents/guardians. The district attendance policy does not excuse days missed due to family vacation taken outside of those listed on the district calendar unless otherwise approved. Teachers are encouraged not to assign lengthy projects, papers, and homework assignments during district vacation days. This is encouraged so that students and staff may use the time in non-school activities.

It is recommended that students and families who are out on extended leave contact their teachers directly and access schoolwork through teacher Canvas and Google Classroom pages.

Please see [District Policy JH](#) for more information about the District's attendance policies.

## 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

## IDENTIFICATION BADGES

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, the badge will be required to admittance to school dances and some other events.

When a student realizes that he/she has misplaced or lost a badge, he/she should report to the Main Office. There will be a charge of \$3.00 for a replacement. ID badges are the property of the school and must not be defaced, forged, or transferred to any other person.

## INSURANCE

District issued Chromebook Insurance is recommended. The cost is 10.00. [Information about Chromebook Insurance](#).

## LEAVING SCHOOL BUILDINGS/GROUNDS

**Merrimack High School is not an open campus.** Once a student arrives on school property, he/she is expected to enter and remain in 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 or designee. If a student has left without such prior permission, he/she may be subject to an immediate consequence of an in-school intervention 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 Learning Commons is open to students from 7:00 a.m. to 2:45 p.m. daily. Students are encouraged to use the learning commons as often as they wish and may come any time during the school day with their teacher's permission.



While no fines are charged for materials that have not been returned on time, students are required to either renew or return all items in a timely fashion. If the materials are not returned or renewed, students will be given notice to remind them to return or renew the items. If, after several notices are sent, the materials still have not been returned, the cost of replacing the materials will be added to students' PowerSchool accounts. Additionally, if students damage materials, they may be charged for the cost of replacing the materials. These charges will be added to students' PowerSchool accounts. Fines will be removed from PowerSchool when the materials are returned or the fines are paid to the High School Learning Commons. 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 to someone other than the borrower. 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, learning commons personnel may ask students to refrain from using the learning commons during their free periods 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 loan charge will be assessed at the time the lock is received by the student. This loan charge will be returned to the student when the lock is returned. Only school locks are permitted on lockers. Personal locks will be removed at the student's expense.

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

## **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 the 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 teacher and/or school counselor to plan a schedule for make-up work after extended absences.
- "0" grade may 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 student's School counselor by the teacher
- Grades of "incomplete" not completed by the deadline will become an "F".

## **MEAL CHARGING POLICY**

Students will be allowed to charge a reimbursable meal in grades 1-12 if the funds in their meals account cannot cover the cost of a school meal. The cashiers will tell the students verbally when their accounts are running a low balance. We allow students to charge reimbursable meals up to an amount not greater than \$20.00. Notices will be sent home to the parent via the student. If we do not receive payment, a phone call will be made to the parent with the expectation that the account will be paid in full.

We have an on-line parent payment system in place called My School Bucks. The system allows parents to view their student's account and make deposits online with credit cards. The system allows parents to receive a low-balance email to help remind them to make a deposit.

The charge will create a negative balance in their meal account until it is paid back.

Any negative account balances need to be brought to zero in the food service fund at the close of the fiscal year. If any negative balances remain, they will need to be covered by the general fund.

### **Student Meal Account Summary**

Students attending Merrimack High School may purchase meals and a la carte items from the school cafeteria. Positive balance funds from the previous year will be carried over into the student's account. The student may access their account by using their student ID which has their account bar code. This is the most secure and accurate way for them to access their account. Lost cards may be replaced from the high school office. Accounts may also be accessed using the student's name if necessary.

Funds can be deposited into their accounts with cash, check, or by using the online deposit website. Checks will be accepted at the serving line and should include the deposit to The Merrimack School District. Checks should be made out in pen and include the student's name on the memo line.

The online website for depositing money into students' accounts is [www.myschoolbucks.com](http://www.myschoolbucks.com). This website will allow parents to view their student's account and deposit funds using a credit card. It will also give the parent the option to set up a low balance fund reminder which will be sent to their e-mail. A transaction fee of \$2.49 per transaction will be charged when a deposit is made. The parent may view their student's account without any charge. The parent may set up the student account on My School Bucks by using the student ID number issued by the school or by the student's birthdate.

Students who have gone into a negative balance will be allowed to charge a reimbursable meal per the District Charging Policy. Students will not be able to charge a la carte items.

## **MEDICATION**

Any student required to take medication during school hours should notify the school nurse and obtain information regarding the school policy. Please see [District Policy JLCD](#) for more information on the District's medication administration policies. The school nurse or a designated administrator will assist any student needing to take medication during the school day, except for self-administered medications permitted by [District Policy JLCD](#) and approved by the administration. Before this can happen, the school nurse must have received and filed with the student health record:

1. For prescription medication: signed, written statement from the prescribing physician or a Merrimack School District Prescription Authorization specifying the student's name, the name and signature of the licensed prescriber and contact number, the name, route, and dosage of the frequency and time of medication administration, the date and duration of the order, and a diagnosis, if not a violation of confidentiality. This will be renewed each school year. If the student is self-carrying medication in accordance with [District Policy JLCD](#), the "hold harmless" section of the Prescription Authorization Form must also be completed by the student's parent/guardian. If a change in medication, dosage, or time schedule is made, the prescribing physician must send another written statement outlining the changes.
2. A signed, Parental Permission to Administer Medication Form 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.
3. For over-the-counter medication parents/guardians will be asked to fill out a Parental Permission to Administer Medication form. This form can be accessed through the nurse's office or online at the district website. Prescription medication should be delivered by a parent/guardian to the nurse in a container labeled by the pharmacy or manufacturer 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. No more than a 30-school day supply of the prescription for a student shall be stored at the school.

Students found in possession of over the counter and/or prescription, except for self-administered medications permitted under [District Policy JLCD](#), will be addressed in accordance with [School Board policy JICD](#).

## 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 NHS candidates will give a Ratings Form to 3 teachers, 2 needing to be Core Teachers. These teachers will complete the rating form and submit them to the NHS Faculty Council.
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 meet 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 who’s GPA drops below the 3.83 level, who missed 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 he or she 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.

## 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 post-secondary options upon graduation.

### ***New Hampshire Scholars spell out some of the courses you have to take.***

- English – 4 years;
- Math – 3 years, to include Algebra 1, 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 Psychology.
- 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.

## PARKING AND MOTOR VEHICLES

Only students issued a current Merrimack High School parking sticker may park during the school day. All school rules apply in the parking lot. The administration reserves the right to search vehicles when appropriate. 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
- Visitor Lot
- Superintendent's Office
- Handicapped Parking
- Mastricola Elementary School
- End Zone
- Mastricola Upper Elementary School
- Grass Areas
- Faculty Lots
- Back of the school
- Reserved spaces

Violations may result in tickets with fines from \$20.00 (with a permit) to \$50.00 (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 and have to be addressed 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 to 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, he/she should leave the parking area and enter the school building. The parking lots are off limits to all students during the day.

The speed limit on school property is 15 miles per hour. The exit road from the student parking lot is school property. Persons failing to follow good driving practice will lose 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.

## POSTERS

All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by the Administration. Please attach posters only to surfaces that will not be marred by masking tape. It is understood that all signs and posters 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. Students who commit property infractions will be subject to [School Board policy JICD](#).

## PUBLICATION OF STUDENT INFORMATION

The Merrimack School District (MSD) maintains educational 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 (included in the Appendix of the Parent-Student Handbook) 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.

## RELIGIOUS RIGHTS AND RESPONSIBILITIES

Respect for the 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, date 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.

(Additional resources are available at the following website:

[https://www2.ed.gov/policy/gen/guid/religionandschools/prayer\\_guidance.html](https://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html))

Please also see [District Policy Commitment to Religious Neutrality \(ACD\)](#).

## SCHOOL COUNSELING DEPARTMENT

The School Counseling Department assists and provides students with a culturally competent, comprehensive school counseling program that supports that development of the knowledge, mindset, skills/competencies necessary for academic success, social/emotional development and college and career readiness. School counselors maximize student success by building strong relationships with students and families, and by promoting access and equality for all students. School counselors will provide direct and indirect services to students.

Students are encouraged to seek the assistance of their counselor for critical issues or emergencies at any time.

## SPECIAL EDUCATION SERVICES

The District has a duty to ensure that every child who is suspected or known to be a child with a disability is referred for further evaluation. See Ed 1105.02(a). The Department of Special Education provides special education and related services to eligible students in all grades.

The Referral Review Team initially processes referrals and if there is a recommendation for evaluation, the District will evaluate the student and determine whether the student is a child with a disability as defined by federal and state law.

Those students and parents interested in special education services should refer to the school district's Procedural Safeguards Booklet for Parents available from the Department of Special Services (603-424-6211) or through the high school Special Education Director at 603-424-6204.

## STANDARDIZED TESTING

SAT and PSAT Exam dates will be determined and communicated by the Principal.

## STUDENT CLUBS

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 is a privilege. Any violations of the [Policy on Student Behavior, Conduct, Discipline, and Due Process \(Policy JICD\)](#) or the [Merrimack School District Co-Curricular Expectations](#) may result in suspension from these athletic events and student activities. Furthermore, dances, class-based events, Sophomore Semi, Junior Prom, Senior Week (including the Graduation Ceremony) are examples of activities from which students could be excluded 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.

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

**Attendance:** Students must follow the [Merrimack School District Co-Curricular Expectations](#).

**Behavior:** The School Board policy on [Student Behavior, Conduct, Discipline, and Due Process \(Policy JICD\)](#) is in full 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 Expectations* and the NHIAA codes also include additional stipulations.

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

**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.

The Student Council will consist of 1) An Executive Board consisting of the following positions: President, Vice-President, Secretary, Treasurer, and School Board Representative and 2) The elected Class Officers from the Senior, Junior, Sophomore, and Freshman classes. Class Representatives for each of the four classes will augment class officers and can vote within their class activities. Class Representatives can attend Student Council meetings but only Class Officers will maintain voting privileges.

Class Officers and Representatives are elected each Spring for the following year. For incoming Freshman, elections will be held in the Fall of their Freshman year. Along with the faculty advisor(s), the officers oversee class activities for each class.

**STUDENT 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 TV, 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.](#))

**STUDENT 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:

1. In the event only one parent has retained legal rights and responsibilities for a child, all communication concerning the child will be directed by school officials only to that parent.
2. In the event both parents have legal rights and responsibilities for a child, school officials will normally direct communications to the parents having physical custody of the child, and who have registered the child in school with respect to questions concerning the child’s education and matters pertaining hereto unless notified differently. If a parent who does not have physical custody of a child (but has not had his/her parental rights terminated) would like to receive direct communications and/or mailings concerning the child, they should notify the Principal of this request in writing.

## 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, local or State Police canines may be utilized to sniff out illegal substances. Any illegal substance found 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) or any kind of “look-alike”, all material will be given to the police.

### Unauthorized Areas

In order to insure the atmosphere is conducive to learning and to permit adequate supervision in the school, students are prohibited from accessing the following areas during school hours:

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; and
6. Staff facilities.

Students who are in unauthorized or restricted areas may be subject to search and consequences consistent with [Policy JICD](#).

## 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, smokeless tobacco and e-cigarettes 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 Policies [ADC](#), [GBED](#), [JICG](#))

## 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. Adult students may sign themselves out in the main office.



## TEACHER QUALIFICATIONS

The Merrimack School District adheres to New Hampshire's Teacher Certification Requirements under the Every Student Succeeds Act (ESSA) of 2015. Parents have the right to know the qualifications of their child's teacher. This includes the state certification and degrees held. Information may be obtained from the Superintendent's office at 603-424-6200.

## 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. Please see Policies [Pupil Safety and Violence Prevention - Bullying \(JICK\)](#) and [Hazing Policy \(JICFA\)](#).

## 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. Working papers will be granted in accordance with RSA 276-A.

## MERRIMACK SCHOOL DISTRICT ATHLETIC AND CO-CURRICULAR EXPECTATIONS

### INTERSCHOLASTIC ATHLETICS

Merrimack High School offers interscholastic athletics activities. Athletes must pass four units of work and have a 1.67/C- to be eligible to participate in interscholastic athletics.

The Co-Curricular program for the Merrimack School District includes the following:

- All interscholastic teams
- The performing arts program (non-credit bearing)
- All clubs

The following co-curricular expectations are designed to:

- Uphold the educational value of programs which 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 in 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 the student athlete to be eligible to participate in interscholastic sports they must maintain a C- average, 1.67. Eligibility grades are based on quarter grades and not semester grades. Athletes participating in fall sports will be deemed eligible or ineligible by the previous fourth quarter grades. All incoming freshman are eligible to participate in a fall sport. For winter and spring sports, freshman 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 last 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 through the Athletic Director. Please note that athletes must meet eligibility regulations of the NHIAA, Pursuant to NHIAA By-Law Article II Eligibility, Section 20D; Scholastic Standing, Specials Education Students: Students receiving services under I.D.E.A., 89-313, RSA 186-C 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 program are expected to adhere to appropriate 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 substances
- 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 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
- Hazing and team activity initiations involving hazing (according to New Hampshire RSA 631:7)
- Violations of District and/or MHS policies and procedures
- Any other behaviors not listed that the administration deems to be inappropriate

Students who participate in any Merrimack School District 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**

The student will be suspended from participating in all co-curricular programs for fourteen (14) calendar days during which time the student must 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; and (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, School 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 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 School 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 may be subject to injury. These injuries may occur despite proper training, and despite 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 to use alternate transportation must be submitted in writing and approved by administration.

## NEW HAMPSHIRE STATE LAW

### **RSA 193:1 Duty of Parents; 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 or is attending a private school located in New Hampshire that is approved as a school tuition program by the school board pursuant to RSA 193:3, VII;

(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 high school equivalency 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;

(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 such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online 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 of 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; or

I. The pupil is enrolled in the education freedom account program pursuant to RSA 194-F and is therefore exempt from this requirement.

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 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)*

## 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 behavior 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. Athletes will be required to comply with all requirements and standards set forth by the NHIAA. The NHIAA handbook is available at <https://www.nhiaa.org/about-nhiaa/handbook>.

### **Code of Ethics for District Staff and/or Volunteers Involved in Interscholastic Athletics**

In order to promote desirable behavior and enhance the overall quality of secondary school athletic programs, 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.

## APPENDIX

## **ANNUAL NOTIFICATION OF RIGHTS CONCERNING STUDENT RECORDS AND DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 14 days after the day the District receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child’s or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. The District will make a reasonable attempt to notify the parent/guardian/adult student of the records transfer, unless the request is initiated by the parent/guardian/adult student.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the Parent/Guardian or eligible student, if the disclosure meets certain conditions found in 34 CFR § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the Parent/Guardian or eligible student, 34 CFR § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/Guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the Parents/Guardians or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 CFR § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (34 CFR § 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 CFR § 99.34. (34 CFR § 99.31(a)(3)(ii)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the Parent/Guardian or eligible student's State. Disclosures under this provision may be made, subject to the requirements of 34 CFR § 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (34 CFR § 99.31(a)(3)(ii)(3) and 34 CFR § 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (34 CFR § 99.31(a)(3)(ii)(4)(i))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 CFR § 99.38. (34 CFR § 99.31(a)(3)(ii)(5))
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) Improve instruction, if applicable requirements are met. (34 CFR § 99.31(a)(3)(ii)(6))
- To accrediting organizations to carry out their accrediting functions. (34 CFR § 99.31(a)(3)(ii)(7))
- To Parents/Guardians of an eligible student if the student is dependent for IRS tax purposes. (34 CFR § 99.31(a)(3)(ii)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (34 CFR § 99.31(a)(3)(ii)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 34 CFR § 99.36. (34 CFR § 99.31(a)(3)(ii)(10))
- Information the school has designated as "directory information" if applicable requirements under 34 CFR § 99.37 are met. (34 CFR § 99.31(a)(3)(ii)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



### **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.**

## SCHOOL DISTRICT POLICIES AND PROCEDURES

Please note that the District is in the process of reviewing and/or updating many of its policies; therefore, the below may be subject to change throughout the year. Parents and students are encouraged to visit the District's website at <https://www.sau26.org/Page/5040> for all up to date versions of the District's policies.

[ATTENDANCE/TRUANCY \(JH\)](#)

[DAILY PHYSICAL ACTIVITY \(IMAH\)](#)

[DISTRIBUTION AND DISPLAY OF INFORMATION AT SCHOOLS \(KHC\)](#)

[EXCEPTIONS TO USE OF SPECIFIC COURSE MATERIALS \(IGE\)](#)

[NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN \(AC\)](#)

[PROCEDURAL SAFEGUARDS NON-DISCRIMINATION ON THE BASIS OF DISABILITY \(ACE\)](#)

[PUBLIC COMPLAINTS \(KE\)](#)

[PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION \(KEB\)](#)

[NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES \(ILD\)](#)

[PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING \(JICK\)](#)

[SERVICE ANIMALS \(IMGA\)](#)

[STUDENT BEHAVIOR, CONDUCT, DISCIPLINE AND DUE PROCESS \(JICD\)](#)

[STUDENT TRANSPORTATION \(EEA\)](#)

[STUDENT USE OF INFORMATION TECHNOLOGY \(JICL\)](#)

[SUICIDE PREVENTION AND RESPONSE PLAN \(JLDBB\)](#)

The Merrimack Suicide Prevention and Response Plan was implemented in 2020 in response to the Suicide Prevention Education statute RSA 193:J mandating that school districts provide evidence-based suicide prevention education and training to staff and students to “reduce suicides in our school population.” The Merrimack School District seeks to join with families and the community in the important work of suicide prevention, understanding that this is an integral component of the trauma-informed System of Care and Learning Supports that promotes student social-emotional health and wellbeing and equitable access to education. The District recognizes that physical and mental health are integral to student success, both in school and beyond graduation and believes that only through a proactive and collaborative approach between the school, families, and the community, can the problem of youth suicide be addressed. You can read the full text of the policy and plan at

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/JLDBB%20-%20Suicide%20Prevention%20and%20Response.pdf>

### **TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS (ACAC)**

On August 12, 2024, the Merrimack School Board adopted an updated Title IX Policy and Grievance procedure. This policy has been updated consistent with the revised Title IX regulations and is available online at [sau26.org](http://sau26.org); if you would like a hard copy of the policy, please contact Amy Doyle, Title IX Coordinator, at 603-434-6200.

### **USE OF PHYSICAL RESTRAINT/SECLUSION (JKAA)**

### **WELLNESS (JLCF)**

A full list of the District's policies are available at <https://www.sau26.org/Page/5040>.

# **TRANSPORTATION**

## **School Bus Rules**

Students are expected to be ready to board the bus in a safe manner at the bus stop at least 10 minutes prior to pick up time. If there is a student issue, contact the Transportation Coordinator at 603-440-2282. If there is a route or driver issue contact Student Transportation of America at 603-424-7880.

Cell phones are not to be used on the school bus. This prevents sharing of content that another family may deem inappropriate such as music, videos, recording or taking photos of other people without their permission and posting to social media.

Wait for thumbs up from the bus driver prior to crossing to load or unload. Crossing students should always look both ways after getting the thumbs up.

Food, drinks (except water), and candy/gum are not allowed to be eaten on the bus.

All students should ride the bus that is assigned to their legal address(es). If a student has a hardship and must ride a different bus, a note from the guardian listing the date, the child's name, the reason for the request and the address they are riding to must be submitted to the school office for approval. If approved using the school district guidelines, a copy of the stamped note will be given back to the student to hand to the driver. If a student does not have a stamped note, they cannot ride a different bus or disembark to a different address.

Please notify the bus company if your child has a medical issue that the driver should be made aware of. There are two waves of buses at the middle school and high school.

Middle School/High School Wave 1 consists of buses #1 through #9 and #25 through #36

Middle School/High School Wave 2 consists of buses #17 through #24 and #10 through #16

## **Student Rules**

- Follow directions of the driver the first time given.
- Arrive at the bus stop at least 10 minutes before the bus is scheduled to arrive.
- Wait in a safe place, clear of traffic and at least 10 feet away from where the bus stops.
- Wait in an orderly line and avoid horseplay.
- Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10 foot minimum crossing distance).
- Go directly to an available or assigned seat when entering the bus.
- Remain seated and keep aisles and exits clear.
- Exhibit classroom conduct at all times.
- Refrain from throwing or passing objects on, from or into buses.
- Allowed to carry only objects that can be held on his/her lap.
- Refrain from the use of profane language and obscene gestures on the bus.
- Refrain from eating and drinking on the bus.
- Respect the rights and safety of others
- Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Prohibited from using tobacco products, alcohol, drugs, or any controlled substance on the bus.
- Prohibited from carrying hazardous materials, nuisance items and animals onto the bus.
- Prohibited from extending head, arms or objects out of the bus windows.
- Prohibited from hitching rides via the rear bumper or other parts of the bus.

**MERRIMACK SCHOOL DISTRICT**  
School Administrative Unit #26 36 McElwain Street  
Merrimack, New Hampshire 03054 Tel. (603) 424-6200 Fax (603) 424-6229

**AMANDA S. DOYLE**  
*Assistant Superintendent for Curriculum*

**EVERETT V. OLSEN, Jr.**  
Chief Educational Officer

**MATTHEW D. SHEVENELL**  
*Assistant Superintendent for Business*

**ASBESTOS MANAGEMENT PLAN  
ANNUAL NOTICE OF AVAILABILITY**

August 29, 2024

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the *Asbestos Emergency Response Act* (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school environment. As required under AHERA, the Merrimack School District must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

Periodic surveillance of known asbestos in the Merrimack School District is performed every six months by a designated person to assess the condition of the ACBM. Six-month Assessment Results are maintained and are also available for review in the AMP.

For additional information, please contact our Local Educational Agency Designee, Thomas Touseau at 603-235-2472, or [thomas.touseau@sau26.org](mailto:thomas.touseau@sau26.org)

Sincerely,



Everett V. Olsen, Jr. Chief Educational Officer

cc: Faculty Staff  
Parent/Guardians School Website

**MerrimackSchool District - SAU 26**  
**School Calendar 2024-2025**

**APPROVED 02-19-2024**  
**Updated 8-21-2024**

August 2024							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Students: 2 days  
Aug 26 - Classroom Set Up - no MESSA  
Aug 27 - District Mtgs/PD - All Staff  
Aug 28 - Building Mtgs/PD - All Staff  
Aug 29 - First Day of School Transition Day\*  
\*Gr.K,5,7,9 Regular Arrival Time  
\*All other grades: 2hr delay

January 2025							
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Students: 21 days  
Jan 1 - No School/New Years' Day  
Jan 15 - Early Release  
Jan 20 - No School/MLK Jr Day

September 2024							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Students: 19 days  
Sept 2 - No School/Labor Day  
Sept 10-Tchr Wrkshp (no paras)-No School

February 2025							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

Students: 15 days  
Feb 5 - Early Release  
Feb 24 to 28 - No School/February Break  
\*conferences

October 2024							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Students: 22 days  
Oct 11 - Early Release  
Oct 14 - Columbus/Indigenous people Day  
\*conferences

March 2025							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Students: 20 days  
March 11 - Workshop Day  
\*conferences

November 2024							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Students: 16 days  
Nov 5 - No School/General Election Day  
Nov 11 - No School/Veterans Day Observed  
Nov 27-29 - No School/Thanksgiving Break  
\*conferences

April 2025							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Students: 18 days  
Apr 8 - No School/Town Elections  
Apr 28 - May 2 - No School/Spring Break  
\*conferences

December 2024							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Students: 15 days  
Dec 11 - Early Release  
Dec 23 - Jan 1 - No School/Winter Break

May 2025							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Students: 19 days  
May 14 - Early Release  
May 26 - No School/Memorial Day

KEY	
	Teacher Workshop, No School for Students
	First/Last Day of School for Students
	No School, Observed Holiday/Vacation
	Early Release
	Summer Break/Weekends (no school)

June 2025							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Students: 13 days  
June 14 - Tentative Graduation Date  
June 18 - Tentative last day of school-ER

School Start/End Times			
School	Start	End	ER Dismissal
Merrimack Middle School	7:30	2:05	11:00
Merrimack High School	7:30	2:15	11:15
Mastricola Elementary	8:30	2:45	12:15
Reeds Ferry Elementary	8:30	2:45	12:15
Thorntons Ferry Elementary	8:30	2:45	12:15
Mastricola Upper Elementary	8:40	2:55	12:25

Important Dates*						
Event	MES	RFS	TFS	MUES	MMS	MHS
Parent Information Night	9/25	9/25	9/25	9/26	9/17 & 9/18	9/12
Fall Parent Teacher Conferences	11/4 & 11/7	11/4 & 11/7	11/4 & 11/7	10/17 & 10/23	10/10	10/3, 10/8
Kindergarten Registration						N/A
Kindergarten Registration Night	1/22	1/22	1/22			N/A
Spring Parent Teacher Conferences	2/13 & 2/18	2/13 & 2/18	2/13 & 2/18	2/6 & 2/12	3/6 & 3/10	3/6, 3/13
Term/Marking Period End Dates	12/6, 3/21, 6/13	12/6, 3/21, 6/13	12/6, 3/21, 6/13	12/6, 3/21, 6/13	11/1, 1/24, 4/4, 6/18 (last day of school)	
Report Cards	12/20, 4/4, 6/18	12/20, 4/4, 6/18	12/20, 4/4, 6/18	12/20, 4/4, 6/18	11/15, 2/7, 04/18, 6/18 (last day of school)	
Election Dates	State Primary Election September 10, 2024, General Election November 5, 2024, Town Elections April 8, 2025					

\* Dates above are subject to change with notice