

# Merrimack School District



## *Merrimack Middle 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
Naomi Halter.....	naomi.halter@sau26.org .....	603-566-3030
Ken Martin .....	ken.martin@sau26.org .....	603-486-7849
Laurie Rothhaus.....	laurie.rothhaus@sau26.org.....	603-315-8671
TBD.....	MHS Student Representative	

**ADMINISTRATIVE PERSONNEL**

<i>Chief Educational Officer</i>		
Everett V. Olsen, Jr .....		424-6200
<i>Assistant Superintendent for Curriculum, Instruction &amp; Assessment</i>		
Amanda Doyle .....		424-6200
<i>Assistant Superintendent for Business</i>		
Matthew Shevenell.....		424-6200
<i>Director of Human Resources</i>		
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.

## MERRIMACK MIDDLE SCHOOL PERSONNEL

**Main Office**..... 603-424-6289

### **Principal**

Chrigus Boezeman..... chrigus.boezeman@sau26.org

### **Assistant Principal**

Kathleen Hoppa ..... kathleen.hoppa@sau26.org

### **Dean of Students**

Patrick Jennings ..... patrick.jennings@sau26.org

### **Science Facilitator**

Jeff Caron ..... jeffrey.caron@sau26.org

### **Social Studies Facilitator**

Jill Petrillo ..... jill.petrillo@sau26.org

### **Math Facilitator**

Laura King ..... laura.king@sau26.org

### **Literacy Coordinator**

Tracy Ruyffelaert ..... tracy.ruyffelaert@sau26.org

### **Special Education Supervisor**

Kathleen Hoppa ..... kathleen.hoppa@sau26.org

### **Athletic Coordinator**

Dave Babin ..... david.babin@sau26.org

## SUPPORT SERVICES

### **Bus Contractor**

Student Transportation of America ..... 603-424-7880

Caring Hands (Student Services) ..... 603-487-2768

### **Transportation Coordinator**

Richard Desmond ..... 603-440-2282

### **Food Services Director**

David Dziki ..... 603-424-6226

## 2024-2025 MMS PARENT-TEACHER GROUP

**President:** Kim Desmarais ..... president@mmsptg.com

**Teacher Representative:** Jeff Caron ..... jeffrey.caron@sau26.org

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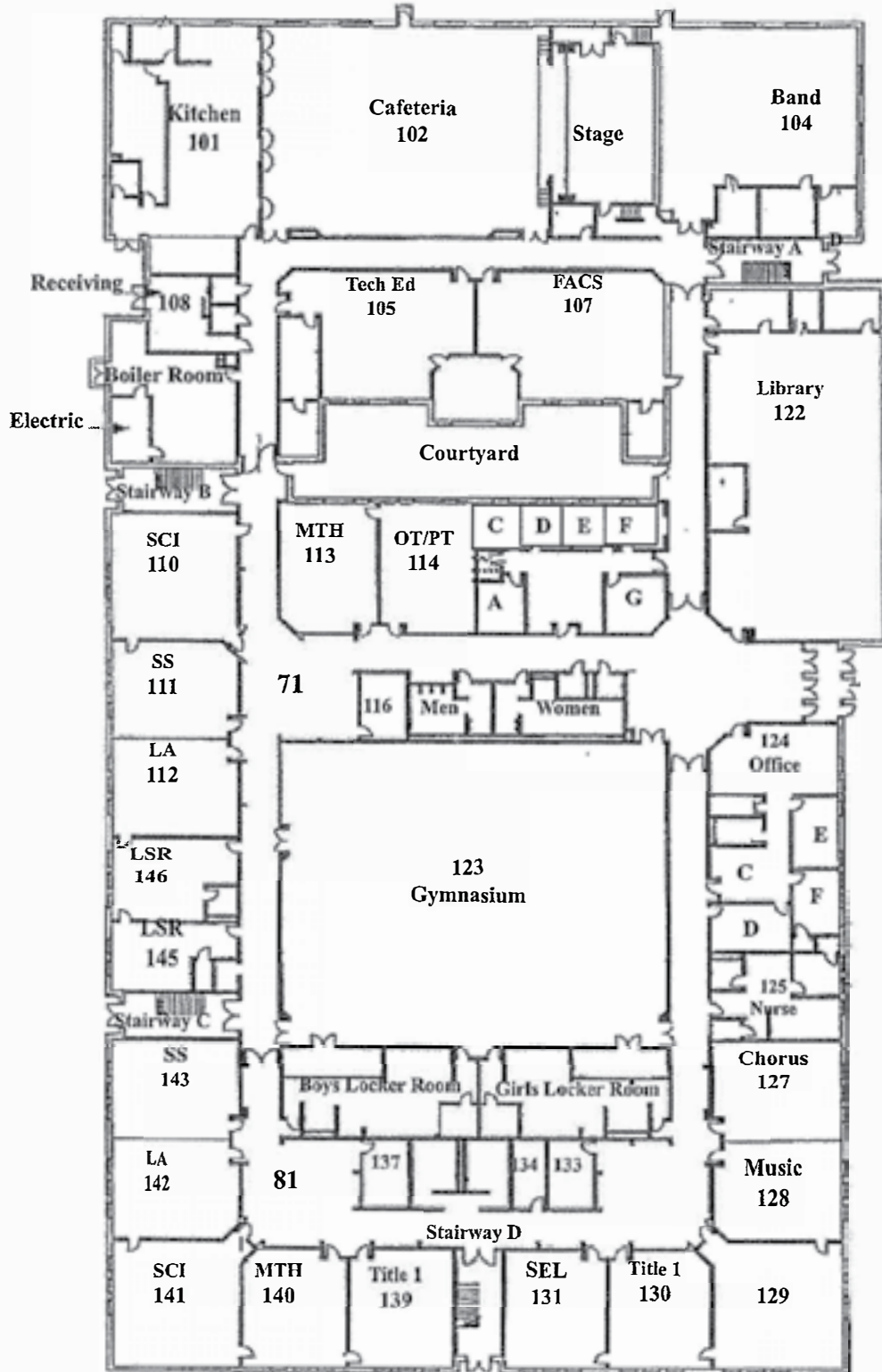
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# FLOOR PLANS

## MERRIMACK MIDDLE SCHOOL FIRST FLOOR



116 - 71 Team Room

121

- A - Files/Storage
- B - Storage
- C - Counselor
- D - Counselor
- E - Dean of Students
- F - SPED Coordinator
- G - Conference Room

124

- C - Kitchen/Mailboxes
- D - Conference Room
- E - Assistant Principal
- F - Principal

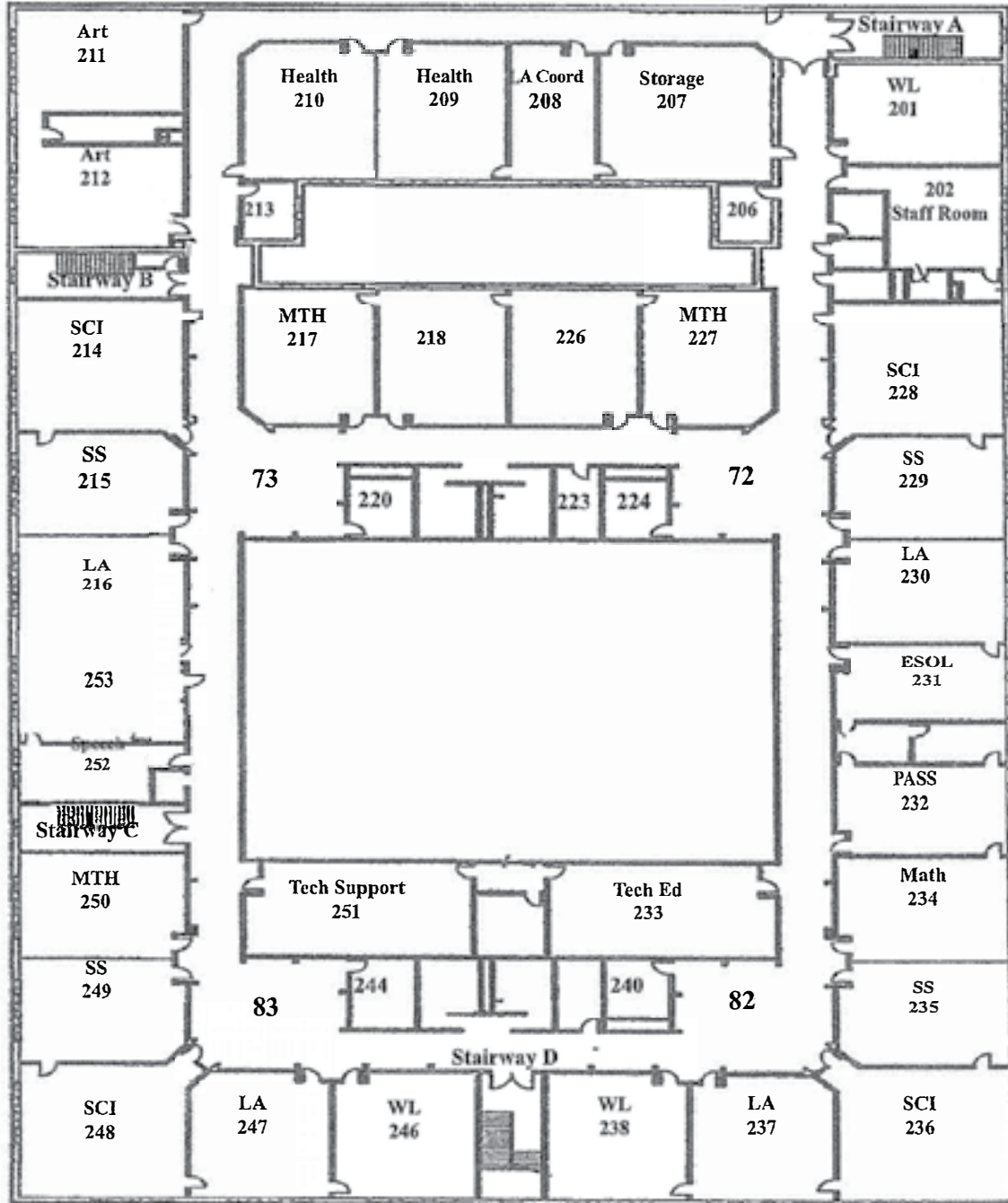
133 - Resource Officer

134 - Janitor/Storage

137 - 81 Team Room

# FLOOR PLANS

## MERRIMACK MIDDLE SCHOOL SECOND FLOOR



- 206 - Spec Ed Counselor
- 213 - K 8 Social Worker
- 220 - 73 Team Room
- 223 - Science Storage
- 226 - 72 Team Room
- 240 - 82 Team Room
- 244 - 83 Team Room

## INTRODUCTION

The administration, faculty, and staff welcome you to the Merrimack Middle School. Please read this handbook carefully as it will provide you with essential information about our school.

The Merrimack Middle School services approximately 500 students in grades seven and eight. Team teachers deliver instruction in the core academic areas of language arts, math, science and social studies. Students may elect to take a world language course as an additional core academic subject. Seventh and eighth grade students also participate in a wide variety of exploratory subject areas referred to as unified arts classes: art, music, family and consumer science, technology education, health, and physical education. We ensure that the curriculum complies with ED 306.26(c). All of these programs have important objectives in common:

- To expose the adolescent learner to a broad spectrum of highly motivational, exploratory activities
- To provide the students with many opportunities to explore and practice their innate talents and abilities
- To foster the development of a positive self-image for all students

### **Philosophy**

The Merrimack Middle School administration, faculty and staff are committed to a unique educational program with an emphasis on meeting the diverse developmental needs of the emerging adolescent.

The middle school program is designed to support the total development of each child during a time of changes in his or her psychosocial, emotional and intellectual functioning. Teams of teachers collectively share the responsibility of educating a common group of students. Each team of teachers meets daily to discuss student issues and to strategize educational interventions that will support the success of each individual.

Merrimack Middle School teachers have identified key standards for students to master in each subject. They will be assessing students' progress throughout the year and offering enrichment and/or interventions as needed. The middle school instructional program actively involves students in their own learning through interdisciplinary, thematic, and experiential approaches that help develop critical thinking and problem-solving skills.

### **Advisory**

Every student will be part of an advisory that meets daily. Advisory is where every student is known, has a voice, and feels connected. Professional staff will be advisors to small groups of students. Students will remain in the same advisory for one year. This is an opportunity for staff and students to make connections, build relationships and feel supported beyond the classroom.

### **Expectations**

The Merrimack Middle School Mission Statement aims to help students become responsible and respectful citizens. This is the foundation of our behavioral expectations for all students. Students should demonstrate respect for themselves and others. They are responsible for the consequences, both positive and negative, of their own actions. With the assistance of parents/guardians, students, and staff, we can ensure a safe and productive learning environment for all.

We ask your support in guiding students to follow certain basic principles:

- Show courtesy and respect for others
- Contribute to a positive learning environment
- Demonstrate respect for personal and school property
- Be on time, ready to work, and on task until the work is finished; and
- Always use safe conduct

## Student Conduct/Behavior Guidelines

The objective of the Merrimack Middle School Behavioral Guidelines is to create a positive learning environment. Students must conduct themselves in a manner befitting their age level and maturity, and with respect and consideration for the rights of others while on school district property, on property within the jurisdiction of the school district, on school owned and/or operated or school-chartered vehicles, and/or while attending or engaged in school activities. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances, and all discipline will be governed by the [Student Conduct, Discipline and Due Process Policy \(JICD\)](#).

Behavioral expectations at Merrimack Middle School are created in conjunction with the student body to be categorized as **Mature** (Be aware of your environment. Respond with expected behaviors), **Determined** (Commit to choices that lead to success), **Supportive** (Pay attention to the needs of others), and **Fun** (A result of the being Mature, Determined, and Supportive).

Merrimack Middle School School-Wide Behavior Expectations					
	To/From School	Classroom	Common Areas/ Hallways	Restroom	Cafeteria
<b>Mature</b>  Be aware of your environment. Respond with expected behaviors.	<ul style="list-style-type: none"> <li>Board and exit bus safely</li> <li>Adhere to all bus rules</li> <li>Follow traffic laws</li> <li>Follow all adult directions</li> <li>Report to designated area immediately upon arrival</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to all classroom expectations</li> <li>Respect personal space</li> <li>Use resources appropriately</li> <li>Respect self, others, and the environment</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right and in a timely fashion</li> <li>Use the most direct route</li> <li>Use expected volume and language</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities as designed</li> <li>Maintain a clean area</li> <li>Flush the toilet and wash your hands</li> <li>One person to a stall</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful to all adults in the kitchen and cafeteria</li> <li>Adhere to all cafeteria expectations</li> <li>Dispose of all open food and drink at the end of lunch</li> </ul>
<b>Determined</b>  Commit to choices that lead to success.	<ul style="list-style-type: none"> <li>Arrive to bus stop/school on time</li> <li>Bring charged chromebook to school</li> <li>Bring all work and materials (including co-curriculars) to and from school</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Follow directions</li> <li>Know the learning goals</li> <li>Participate to your fullest potential, ask for help when needed</li> <li>Away for the day</li> </ul>	<ul style="list-style-type: none"> <li>Go straight to your destination</li> <li>Get to class on time</li> <li>Collect all necessary materials for your next class</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities and report to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Eat a nutritious lunch</li> <li>Sit with peers that will make positive choices</li> </ul>
<b>Supportive</b>  Pay attention to the needs of others.	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Engage in friendly interactions with peers in person and online</li> <li>Include others when possible</li> </ul>	<ul style="list-style-type: none"> <li>Work collaboratively and inclusively</li> <li>Take responsibility for your part in group work</li> <li>Respect differences</li> <li>Celebrate successes</li> <li>Share all classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>Help keep our hallways organized</li> <li>Throw away trash</li> <li>Report spills to an adult</li> <li>Stand up for others</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Help keep our bathrooms clean</li> <li>Report any student concerns</li> </ul>	<ul style="list-style-type: none"> <li>Be inclusive</li> <li>Report any student concerns</li> <li>Respect the food choices of others</li> <li>Touch only your own food/tray</li> </ul>
<b>Fun</b>  The result of being mature, determined, and supportive.	Staff Basketball  Quarterly Pep Rally  Talent Show	Dance  Holiday Parade  Student Birthdays	Grade Level Competitions  Athlete of the Week  Pi(e) Day	Rising Star  Spirit Day Celebrations  School-wide Prizes	

## Student Dress and Grooming

Merrimack Middle School students adhere to the Merrimack School District's dress code policy as outlined in [school board policy \(JICA\)](#).

## **Personal Electronic Devices**

MMS recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following “Away for the Day” guidelines:

- Student cell phones must be turned off and stored in their backpack between 7:30am-2:05pm. Parents should use the Main Office number (603-424-6289) as the primary communication tool for their students.
- Student smartwatches or wearable technology should remain in “do not disturb” mode throughout the day.
- Due to privacy and safety issues, use of the camera function on electronic devices is strictly prohibited on school grounds.
- The school will not be responsible for lost, stolen, or damaged devices.

Students who are unable to meet this expectation will be provided with additional supports and interventions as necessary. This may include additional instruction on the important components of the “Away for the Day” program, a collaborative plan with parents that may include storing their cell phones in the Main Office during the day, and other disciplinary measures.

This policy does not apply to the students utilizing assistive technology consistent with an IEP or Section 504 Plan. Please also see the [District’s Policy JICL, Student’s Use of Information Technology](#).

Non-compliance with these expectations will result in the device being brought to the main office to be picked up by the student at the end of the day. These offenses will be recorded, and multiple offenses may result in disciplinary action in accordance with [Policy JICD](#).

## **Cafeteria Expectations**

MMS values an inviting and comfortable cafeteria in which students can eat and enjoy socialization with peers. To this end, specific routines and procedures may vary according to student needs. This includes:

- Students should speak to each other in appropriate voice tones.
- Students are expected to remain seated at their lunch table unless given permission to leave by staff.
- All students are expected to keep the area above and below their tables clean, and free of debris and leftover food.
- All students are expected to comply promptly and respectfully with requests from adults in the cafeteria.
- Unopened food items or drinks may be taken out of the cafeteria at the end of lunch.
- Under no circumstances should any student be soliciting money from other students.
- Students may purchase school lunches and A La Carte items by using cash or their My School Bucks account. Parents and guardians can set up their students accounts at [myschoolbucks.com](http://myschoolbucks.com) which are linked to student IDs.
- See the [District’s Meals Charging Policy \(EFAA\)](#).

Violation of the Cafeteria Expectations may result in consequences or disciplinary action in accordance with [Policy JICD](#).

## **Food in School**

• A healthy and nutritious diet is an important component of our students’ education and overall wellness. Students are welcome to bring snacks to school, and, with permission from their teacher, may consume snacks while in class. At no time should eating snacks distract from their learning or the learning of others. *No caffeinated or energy drinks are permitted on campus for students.*

## **Comfort/Support Animals**

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 IMG.A](#). Any request to bring an animal to school or on school grounds that does not involve a special education or Section 504 must be made to the Superintendent. The request will be reviewed by the Superintendent or 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.

## **ACADEMIC INFORMATION**

### **Marking System**

All grade reporting is done on PowerSchool. Parents and students are encouraged to regularly check PowerSchool to monitor student progress. Report cards are created quarterly throughout the year. Parents can print a hard copy of the report card within a school year by selecting "Student Reports" in PowerSchool. Once the summer rollover is done (usually by August 1st), parents will need to call the school to get a copy of a report card from a previous year.

The marking system is as follows:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D = 65-69
A = 93-96	B = 83-86	C = 73-76	F = 0-64
A- = 90-92	B- = 80-82	C- = 70-72	

### **Incomplete Grades**

The teacher, parent, and student involved must develop a written agreement including deadlines for make-up work. Grades of "incomplete" not completed by the deadline will become an "0". Students who are unable to complete course requirements of a given subject area within the specified marking period (quarter) may receive an "incomplete" mark on their report card. In most cases, students will be given a two-week period following the completion of a marking period to make up any incomplete work. This timeframe should be interpreted consistently with the makeup procedures outlined above. Unless other arrangements have been made at the end of the two-week period, the subject area teacher will remove the incomplete mark and submit a letter grade for the course.

### **Academic Integrity**

Students are expected to do their own work to the best of their ability. The faculty at MMS has adopted the following definition and procedure regarding cheating and/or plagiarism:

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, test, etc., and presenting information as one's own without giving credit to one's source.

A student found to have cheated/plagiarized will not receive credit for the assignment/test at issue; however, the student will be held responsible for completing the assignment independently so that he/she will learn important skills. Parents and guidance counselors will be notified by the teacher and/or the assistant principal for the first offense. Second (or repeated) offenses will be referred to the assistant principal for disciplinary action consistent with the [Student Conduct, Discipline and Due Process Policy \(JICD\)](#).

## **Homework**

Homework is an important practice in the home-to-school partnership, which ensures students use learning as something that continues outside the school building, as well as something that supports the development of their essential executive functioning skills. As captured in the district's Homework Policy (adopted in 2008) homework is a "constructive tool in the teaching/learning process" and that "purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits." To be sure, the practice of assigning homework is intended to support student learning, by providing opportunities for practice, based on the differentiated and developmentally appropriate needs of students. Classroom teachers have individual grading policies, although graded homework assignments will be calculated into a student's overall grade at not more than 10%. Please contact your child's teacher for more information on their homework practices.

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

## **Chromebooks/Textbooks/Materials**

The Merrimack School District provides Chromebooks, textbooks and other instructional materials to students in order to maximize their educational experience. These materials are on loan to students. Students are responsible for covering textbooks and keeping materials in good condition. Upon receipt of a textbook or other loaned material, the student and parent/guardian will sign a textbook receipt form.

Chromebook expectations, support and insurance can be found at <https://www.sau26.org/domain/11>

In cases where any of these materials are lost, damaged or destroyed in excess of reasonable wear and tear, the student will be assessed an amount sufficient to repair/replace item(s).

## **Assessment & Testing**

Throughout the year, various assessments will be administered to your child. These tests assist educators in planning and evaluating instructional programs to meet the needs of the students. During the school year, seventh and eighth grade students are scheduled to participate in NH State Assessments. Grade eight students will also take the National Assessment of Education Progress (NAEP). We ask for family support in ensuring that children are present at school, well rested, and have eaten nutritious breakfasts when these important tests are given. Parents can help their child do better on them by reinforcing their importance.

Time frames for testing are as follows:

**Annually in February** NAEP (National Assessment of Educational Progress)

**Annually in the Spring** NHSAS Testing Window

**Progress Monitoring** i-Ready Assessment (Fall, Winter and Spring)

### **Recognition Programs**

- **Honor Roll** High Honors — All A's (includes core subjects, World Language, Unified Arts, Physical Education and Health)  
Honors — All A's and B's (includes core subjects, World Language, Unified Arts, Physical Education and Health)
- **Extra-curricular awards** Interscholastic Sports, Band, Chorus, and Student Council
- **Year End Team Awards**
- **Year End Academic Awards**



# GENERAL PROCEDURES

## Daily Schedule

Student Daily Schedule			
Block	Time	7th Grade	8th Grade
A	7:25 - 8:12	Core Academic	Unified Arts/W.I.N.
B	8:14 - 9:01	Core Academic	Unified Arts
C	9:03 - 9:50	Unified Arts/W.I.N.	Core Academic
D	9:52 - 10:39	Core Academic	Core Academic
E	10:42 - 11:52	Lunch	Unified Arts
		Core Academic	Lunch
F	11:55 - 12:42	Unified Arts	Core Academic
G	12:44 - 1:31	Unified Arts	Core Academic
H	1:33 - 2:05	Advisory	Advisory

## Morning Procedures

Upon arrival at school no earlier than 7:00 a.m., 7th grade students will report to the cafeteria, and 8th grade students will report to the gym.

Students are to be seated and will be dismissed to their team area in an orderly manner. Once students arrive at school, they may not leave without following appropriate dismissal procedures.

## Early Dismissal

If a student needs to leave during the school day, the student should bring a written request from his/her parent or guardian to the main office immediately upon arriving at school to obtain a dismissal slip. This note should include:

- Student's name
- Reason for dismissal
- Time of dismissal
- Parent/guardian signature

A parent or guardian must report to the office to pick up the child. Parents/Guardians must produce valid identification when dismissing their child. No adults should go to classrooms to pick up their children. Dismissal notes will remain in the office. Upon return to school, the student will report to the office for a pass to return to class. Parents do not need to come in when dropping students off after a dismissal.

## Afternoon Dismissal/Bus Procedures

Parents/guardians who need their children to take a different bus due to unforeseen circumstances must provide a written note to the school. **Students should bring these notes to the office before they go to homeroom.** An office staff member will give a copy to the student and keep the original on file. In emergency situations, a phone call from a parent/guardian will be acceptable.

Parents who are picking up their children at afternoon dismissal prior to buses leaving must come into the building, sign their child out and wait for them in the lobby outside the main office. Students are not allowed to walk out of the building unescorted until all the buses have left the premises. Any adult picking up a child should park in a parking space, not in front of the building.

Once all the buses have left the premises (about 2:15 p.m.), parents do not need to come into the building to sign out their child. Walkers and riders will leave the building through the front door. Once dismissed, walkers and bike riders should leave the school grounds immediately. Students should observe bicycle safety, including wearing helmets and using crosswalks. Students should not walk through the woods to travel to or from school.

### **Staying After School**

Because all middle school students need to be under adult supervision in the building, students will only be allowed to stay after school beyond the 2:15 p.m. dismissal if they are members of a team, participating in an established activity, working with teachers, or serving detentions. In all of these cases, students must have permission from their parents/guardians to stay. Coaches and advisors will provide permission forms for parents to sign.

***Students may not stay after school to watch athletic events unless they have already made arrangements to receive extra help or to be part of an established activity.***

***Merrimack Middle School does not have a supervised area for students to stay late and wait for athletic events to begin.***

Any student who meets the above requirements to stay after school must stay with a teacher or in the library until the late bus or parents/guardians arrive to pick them up. They will be required to sign in and are expected to remain in the library until the late bus arrives at 3:50 p.m. or until their parents/guardians arrive to pick them up. Students are not allowed to leave school grounds and then return to school to take a late bus. The late buses make a loop of the town and do not stop at each morning pick-up location. Parents are advised that children who take a late bus will be walking a longer distance to arrive home.

### **Procedures for Absences and Truancy**

A student will be considered tardy after 7:25 a.m. To facilitate student safety, parents are asked to call the school by 7:00 a.m. if students will be absent or tardy that day. Parents should call 603-424-6289 to report an absent or tardy student. The message should include the student's name, team, and reason for the absence or tardiness. Attendance voicemail is available between 3:00 p.m. and 7:00 a.m. Office staff will answer the phone during the school day. If we do not receive a message or a phone call, and a student has not yet arrived at school when we do attendance in the morning, an office staff member or School Messenger System will call to confirm the absence.

Homework assignments may be requested before 9:00 a.m. on the second consecutive day of absence from school and picked up after 2:00 p.m. Once the student has completed and returned any previously assigned work, parents/guardians may request additional assignments.

A minimum of one day for each day absent will be allowed for makeup work. Additional makeup days may be granted to students at the discretion of the classroom teacher and/or team. If makeup work is not submitted within the allotted time, the student may receive a zero for the assignment. In cases involving absences due to family emergencies or special situations, a parent or guardian may request work in advance with the following restrictions:

- The parent or guardian must inform the building principal in writing why it is necessary for their child to be absent from school.
- The child's teacher and/or team may only provide information indicating the approximate chapter(s) to be covered in the student's textbook during the absence.
- The child's teachers will not be required to prepare individual work packets covering new material that will be covered during the student's absence.

School Attendance Expectations relating to co-curricular activities are explained in this handbook.

Any student who is truant for any part of the school day may be referred for disciplinary action in accordance with the [Student Conduct, Discipline and Due Process Policy \(JICD\)](#) and parents/guardians will be contacted. The school resource officer and district truancy officer will be notified as appropriate.

## **Field Trips and Excursions**

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 chaperones 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.

## **School Cancellation**

The decision to cancel or delay the opening of school will be made and announced no later than 6:30 a.m. These announcements will be made on local radio stations and channel 9–WMUR in addition to the use of the district’s Automated Calling System.

## **Student 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 Student Services provides special education and related services to students who are identified with an educational disability.

The Referral Review Team initially processes referrals and if there is a recommendation for evaluation, and subsequent identification under the IDEA (Individuals with Disabilities Education Act), a formal team meeting is held to design an Individual Education Plan. The District’s disability-related programs are conducted in accordance with federal and state laws, including the provisions of IDEA and Section 504 of the Civil Rights Act.

Those students and parents interested in special services can refer to the school district’s Procedural Safeguards Booklet for Parents available from the Special Education Coordinators in each school or from Student Services at 603-424-6211.

School counselors help students derive the maximum benefit from their middle school experience through attention to their personal, social, emotional, and academic needs. Services provided include individual/group testing, individual/small group counseling, and teacher/parent consultation.

The literacy coordinator and the math coordinator are responsible for overseeing group achievement testing, individual diagnostic testing and programs in the areas of language arts and mathematics.

## **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. Students are encouraged to use the library 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 strongly urged to either renew or return all items in a timely fashion. Families are encouraged to help their students practice this responsibility as well as all others associated with borrowing materials.

When materials are not returned, the student will be given a notice that will identify the title of the item and other pertinent information. If, after several notices have been sent, the material still has not been returned, a letter will be sent home requesting that the family help locate the material. New Hampshire RSA 201-D:11 states that all library user records are confidential. In compliance with this law, libraries are not permitted to state the title of the item in a letter addressed to someone other than the borrower.

## **Health Services**

Merrimack Middle 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. Names of students who go to the nurse's office will be logged.

The school nurse is responsible for the first aid care of school children who are injured or become ill while under school jurisdiction. "First Aid" is defined as assistance that will protect the life and comfort of a child until professional care can be secured.

The nurse keeps a permanent emergency card on file for every child in the school.

Parents should notify the nurse of any change of their demographic information in case of emergency. Parents/guardians should inform the school nurse of any special medical needs, such as allergies, that their child has.

Any student required to take medication during school hours should notify the school nurse and obtain information regarding the school policy. Please see the [Administering Medication to Students 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 the [Administering Medication to Students Policy \(JLCD\)](#) and approved by the administration. Before this can happen, School District officials must have received and filed with the student health record:

1. A signed, written statement from the prescribing physician specifying the student's name, the name and signature of the licensed prescriber and contact number, the name, route, and dosage of the medication, 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 a change in medication, dosage, or time schedule is made, the prescribing physician must send another written statement outlining the changes.
2. A signed, written request from the parent(s)/guardian(s) of the student indicated his/her desire that the school assist the student in the matter set forth in the physician's statement. This statement must be accompanied by a "hold harmless" release signed by the parent(s)/guardian(s), as well as a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of parent/guardian/student that such medication be documented. This request must also contain approval to have the school nurse or designee administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication. Finally, the request should contain the parents/guardians' home and emergency numbers, as well as the names of persons to be notified in case of a medication emergency, in addition to the parents/guardians and licensed prescriber.
3. For over-the-counter medication parents/guardians will be asked to fill out a form. This form can be accessed through the nurse's office or online at the district website.

The medication should be delivered 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. Parents are responsible for providing the school nurse with the medication, and for picking up any medication left at the end of the treatment.

Students found in possession of medication and/or prescriptions, except for self-administered medications permitted under the [Administering Medication to Students Policy \(JLCD\)](#), will be addressed in accordance with the [Student Conduct, Discipline and Due Process Policy \(JICD\)](#).

## **Immunizations**

New Hampshire state law requires our school nurse to maintain current records of immunizations. MMS will require proof of all immunizations mandated under State regulations, Ed 311.01 and He-P 301.14, prior to the start of the school year. Exemptions for immunizations will be given consistent with RSA 141-C:20-c.

## **Lockers**

Each student at the Merrimack Middle School will be assigned a locker, which he/she should keep clean and orderly. Students may use magnets to attach mirrors and other personal items. Inappropriate posters and/or pictures will not be allowed. Students should not have access to any locker but their own. The team teachers reserve the right to restrict locker privileges if they are being abused.

Items of value such as money or expensive devices should NEVER be left in lockers. The school is not responsible for any lost or stolen items. Lockers remain the property of the school. Therefore, the principal or his/her designee may open lockers and examine the contents, including personal belongings. This inspection will only occur when there is reasonable cause to believe that the contents of the lockers threaten the health, safety, or welfare of the students.

Locks can be obtained from the office. These are the only locks permitted on school lockers. Unauthorized locks will be removed immediately. A damage/loss deposit of \$5.00 is required to obtain a lock. This money will be refunded when a student returns the lock. Students should be reminded that their combination is their only means of security. The combination should not be given to friends.

## **School Insurance**

The school does not assume financial responsibility for the expense of medical or dental treatment required by students as a result of accidents while at school, school-sponsored events, or going to or from school.

## **Extra-Curricular Activities/Interscholastic Sports**

In order to be eligible to participate in Extra-Curricular Activities or to try out for athletics, students need to get a copy of the Merrimack School District Co-Curricular Expectations from either the main office or the athletic director/coach. After the student and parent/guardian have read the Co-Curricular Expectations, the student and parent/guardian must sign the "Activity/Athletic Code Agreement" and return the form to the coach or advisor indicating receipt and understanding of all rules and regulations pertaining to the sport or activity.

Students are expected to be in good academic and behavioral standing before participating in an activity or attending a practice or a game. Attendance at or participation in interscholastic sports and student activities is a privilege. Any violations of the [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.

### Extra-Curricular Activities May Include:

- Art Club
- School Play/Musical
- Destination Imagination
- Ski Club
- Lego League
- Sewing Club
- Rock Climbing
- Chess Club
- Debate
- Intramurals
- Student Council
- Quiz Bowl

### Interscholastic Sports Include:

- Field Hockey
- Cross Country
- Basketball
- Baseball
- Track
- Soccer
- Soccer
- Soccer
- Wrestling
- Softball
- Volleyball

## **School Dances**

The MMS Student Council will sponsor school dances for seventh and eighth graders during the school year. Admission is by prepaid ticket. Attendance and participation in dances are a privilege, and only MMS students in good standing may attend. The MMS administration may exclude a student from attending a dance based on the student's conduct.

Students are not allowed to leave the dance before the advertised time unless accompanied by a parent/guardian. School dances are chaperoned by MMS administration, faculty and staff. All school rules and school board policies are in effect at dances, including school dress code. Failure to conform with school rules and board policies may result in discipline in accordance with the [Student Conduct, Behavior and Due Process Policy \(JICD\)](#). Parents/guardians should arrive 15 minutes early to facilitate timely release and pick-up of students.

\*Note: Dances held at the middle school sponsored by community organizations and other special interest groups are not chaperoned by middle school personnel.

## **Publication of Student Information**

The Merrimack School District (MSD) maintains education records and may provide information designated as Directory Information consistent with the Family Educational Rights and Privacy Act (FERPA). Each year, the MSD shall give parents public notice of the types of information designated as Directory Information (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.

## **CRITERIA FOR PUBLICATION OF SCHOOL-RELATED MATERIAL ON THE INTERNET**

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

### **Definitions**

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

### **Criteria**

1. Only material which is determined by the superintendent or his/her designee to be consistent with the purpose stated above shall be made available on a Merrimack School District website or on any staff-created website.
2. All Merrimack School District websites or staff-created websites must contain an email link to the webmaster or responsible party. If the website is created by a student, the name and an email link to the adult supervisor must be used.
3. Full names of students or staff members and other personally identifying searchable text may be posted on a Merrimack School District website or an approved staff-created website unless the student's parents/guardians or the staff members have notified the school in writing that they do not grant consent for this information to be made available.

4. Student or staff-generated work may be posted on a Merrimack School District website or a staff created website. Such postings may include the student's name, grade level and teacher, but no other identifying information. Students or staff members must be consulted before posting any of their original work.
5. Photographs of students or staff members participating in activities, sports or other school-related events may be posted on a Merrimack School District website or a staff-created website. Such postings shall identify only the activity or event depicted and where appropriate, the grade level and/or teacher. No other identifying information about the students depicted in the photographs may be included without explicit written consent. Names shall not be included in the image file name on the server.
6. Any posting of work, photographs, or recognitions will be removed upon request of the parent/guardian or the individual involved.

### **Homeless Situations**

Students who are considered homeless are when the student is lacking a fixed, regular, and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Are migratory children living in the conditions described above.

Children awaiting foster care placement may also fall within this definition if they meet other criteria as set forth above.

If your family is living in any of the aforementioned situations, all PK-12 students have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please contact the Merrimack School District Homeless Coordinator, Jodi Hanley at (603) 365-7111 or (603) 424-6200 for further information.

### **Parent/Teacher Group (PTG)**

The Parent Teacher Group (PTG) conducts annual, voluntary fundraising efforts to support a wide range of student-related activities and events. Examples include the Drama Club, Environmental Education Program and scholarships for the Eighth Grade Culminating Experience.

Additionally, the PTG has purchased library books, specialized school equipment and contributed to the students' educational program by funding teacher requests for supplemental classroom supplies.

The PTG is open to any parent who is interested in planning programs and events for our students. Families can contact the school or visit the school website to learn more about becoming involved with the PTG as well as getting onto the PTG weekly informational email list. Dates planned for PTG meetings are listed on the last pages of the handbook.

### **Visitors to the School**

All visitors must report to the school office upon entering a school building. Each visitor will be given a visitor's pass. This includes parents who are participating in field trips, attending parent conferences or entering the building for any other reason during school hours. No students may visit the school during the day without advance permission from administration.

### **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 424-6200.



## SCHOOL DISTRICT POLICIES

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/domain/1103> for all up to date versions of the District's policies.

**[ADMINISTERING MEDICATION TO STUDENTS \(JLCD\)](#)**

**[ADMISSION OF HOMELESS STUDENTS \(JFABD\)](#)**

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

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

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

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

Please also see [Policy IHAM](#).

**[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 \(JICK\)](#)**

**[MEALS CHARGING POLICY \(EFAA\)](#)**

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

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

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

**[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/1103/section%20j/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; if you would like a hard copy of the policy, please contact Amy Doyle, Title IX Coordinator, at 603-434-6200.

See also [District Policy ACAC](#).

### **TRUANCY (POLICY JHB)**

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

### **WELLNESS (JLCF)**

A full list of the District’s policies are available at <https://www.sau26.org/domain/1103>.

## 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 designee 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 designee, 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 personal 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.

- 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 personal identifiable information 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 personal identifiable information 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)(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))
- 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.**

## **MSD CO-CURRICULAR EXPECTATIONS**

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

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

### **The following co-curricular expectations are designed to:**

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

Each co-curricular program may have additional expectations; these additional rules will be placed on file in the administrative offices. Once a student has begun his/her first sport or activity of the year he/she is under the agreement for the remainder of the school year. In case of a violation of this agreement, all remediation must be completed before participation in an ensuing activity or event, even into the next school year.

## **ACADEMIC AND BEHAVIORAL EXPECTATIONS**

### **Academic Performance**

A student must pass four (4) units of work and maintain a C minus average, 1.67 or better, for the quarter prior to participation, except for the last quarter of eighth grade. Eligibility status is determined on the day that official report cards are distributed to students. An incomplete is not considered a passing grade for purposes of eligibility.

## **Behavior Expectations**

Students who participate in Merrimack School District co-curricular programs 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 beverages
- Illegal use or possession of drugs and/or mood-altering substances
- Gambling on any Merrimack School District property or at any school sponsored event
- Vandalism
- Stealing
- Bullying and/or harassing others
- Being convicted of any criminal act on or off of school property
- Arrest and/or release to Protective Custody (PC) may be construed as a violation of the policy.
- Gross misconduct including, but not limited to: assault on an advisor, coach, judge, official, participant, opponent or spectator, leaving an activity in anger, interrupting the flow of the activity or inappropriate behavior and/or gestures directed toward any of the above
- Hazing and team activity initiations involving hazing (according to New Hampshire RSA 631:7)
- Violations of the Safe School Zones Act
- 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 District officials receive information that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with the administration to review the health, safety, legal and social risks associated with these activities. The student and his/her parent/legal guardian will work cooperatively with the administration to determine a corrective action and follow-up plan.

## **First Violation**

For whichever is longer of fourteen (14) calendar days or the period of time necessary for the student to meet the following conditions: (1) the student cannot participate in or dress for games, scrimmages, competitions, performances, voting etc. (2) the student must be present at all practices, meetings and contests (3) the student must attend a meeting with his/her parent and the coach/advisor and/or counselor to cooperatively develop a corrective action and follow-up plan which may include counseling and/or community service.

## **Second Violation (within the same school year)**

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

## **Third Violation (within the same school year)**

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

## **Appeals Process**

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

# SCHOOL ATTENDANCE EXPECTATIONS

## School Attendance

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

## School Suspension

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

## Athletic Codes

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

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

It should be understood that any person who participates in a sport 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 "Parent/Coach Communication Guide" brochure, available on the MMS website under Athletics).

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.

<b>MERRIMACK SCHOOL DISTRICT</b>	
<b>CO-CURRICULAR EXPECTATIONS</b>	
Please sign and return this form to the coach/advisor indicating receipt and understanding of all rules and regulations pertaining to the sport/activity.	
I have read the "Co-curricular Expectations" and understand my responsibility as a participant in a sport or activity.	
Team or activity you are participating in (please print): _____	
Student Name (please print): _____	
Date: _____	Student Signature: _____
I have read the "Co-curricular Expectations" and understand it.	
Date: _____	Parent/Guardian: _____
Date: _____	Coach/Advisor: _____



## 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; or

(h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.

(1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and 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 to the local school board. A parent or guardian may appeal the decision to 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 a parent, guardians, 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)*

# 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

<b>Students: 2 days</b> 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	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

January 2025							<b>Students: 21 days</b>  Jan 1 - No School/New Years' Day Jan 15 - Early Release Jan 20 - No School/MLK Jr Day
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		

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

February 2025							<b>Students: 15 days</b>  Feb 5 - Early Release Feb 24 to 28 - No School/February Break *conferences
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		

<b>Students: 22 days</b>  Oct 11 - Early Release Oct 14 - Columbus/Indigenous people Day *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		

March 2025							<b>Students: 20 days</b>  March 11 - Workshop Day *conferences
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	

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

April 2025							<b>Students: 18 days</b>  Apr 8 - No School/Town Elections Apr 28 - May 2 - No School/Spring Break *conferences
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				

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

May 2025							<b>Students: 19 days</b>  May 14 - Early Release May 26 - No School/Memorial Day
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	

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

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