

Merrimack School District



Parent/Student Handbook

Merrimack High School

2023-2024

MERRIMACK SCHOOL DISTRICT
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Chief Educational Officer

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Assistant Superintendent for Business

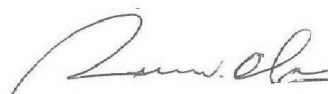
August 31, 2023

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

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MERRIMACK HIGH SCHOOL

Parent/Student Handbook 2023-2024 General Information

Please see below for important information for 2023-2024 school year:

Merrimack High School Vision of the 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 takes ownership of and responsibility for their choices and continues 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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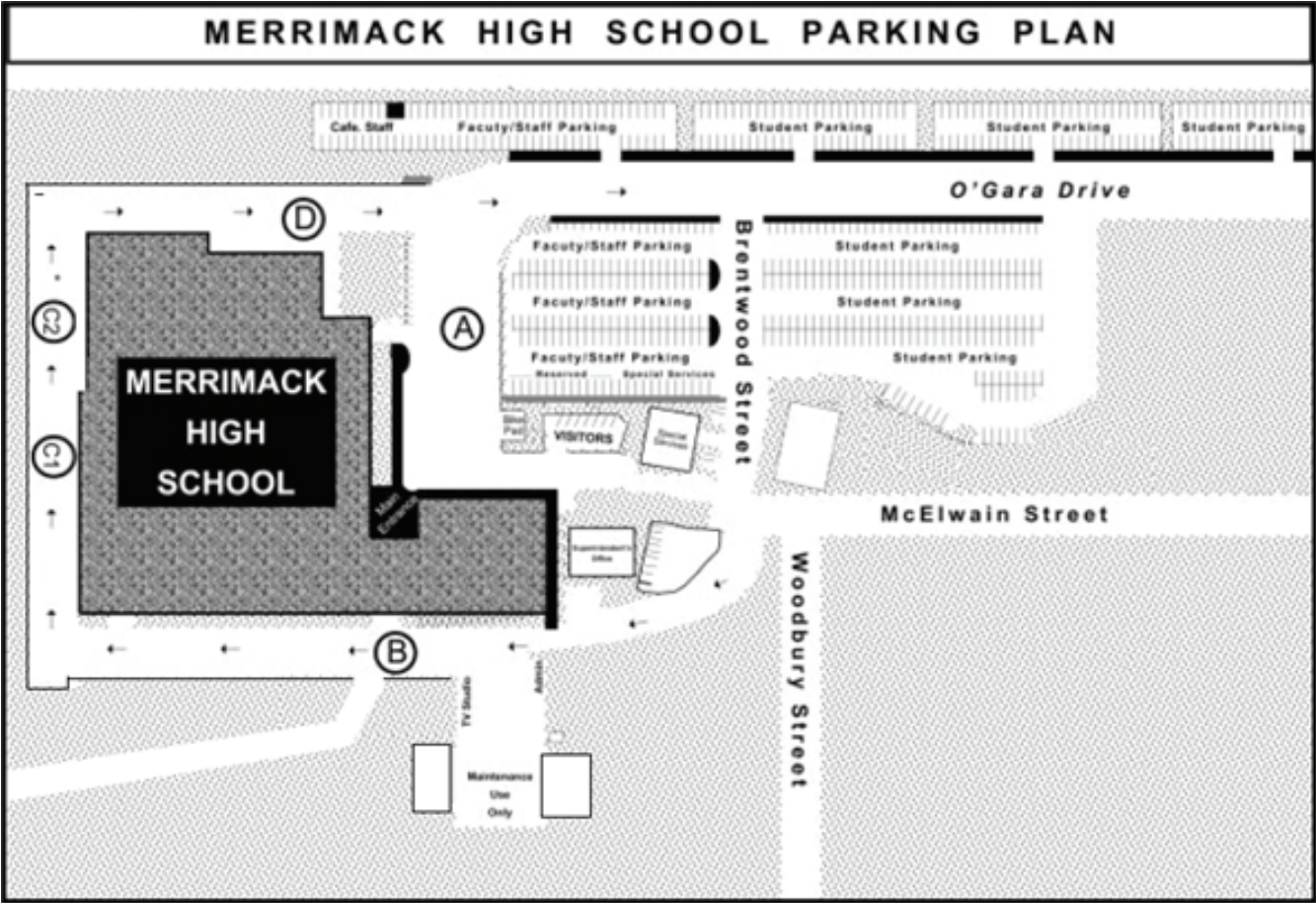
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PARKING PLAN



SCHEDULE

- **Regular Bell Schedule
Monday - Tuesday - Friday**

Period 1	7:30-8:15
Period 2	8:19-9:04
Period 3	9:08-9:53
HR/Advisory	9:57-10:10
Period 4	10:14-10:59
Period 5	11:03-11:48
Period 6	11:52-12:37
Period 7	12:41-1:26
Period 8	1:30-2:15

- **Regular Bell Schedule
Wednesday - Thursday**

Period 1 or 2	7:30-9:00
Period 3 or 4	9:04-10:34
HR/Advisory	10:38-10:48
Period 5 or 6	10:52-12:41
<i>Lunch A</i>	<i>10:52-11:17</i>
<i>Lunch B</i>	<i>11:20-11:45</i>
<i>Lunch C</i>	<i>11:48-12:13</i>
<i>Lunch D</i>	<i>12:16-12:41</i>
Period 7 or 8	12:45-2:15

- **Two-Hour Delayed Bell
Schedule
Monday - Tuesday - Friday**

Period 1	9:30-10:00
Period 2	10:04-10:34
Period 3	10:38-11:08
HR/Advisory	11:12-11:22
Period 4	11:26-11:56
Period 5	12:00-12:30
Period 6	12:34-1:04
Period 7	1:08-1:38
Period 8	1:42-2:15

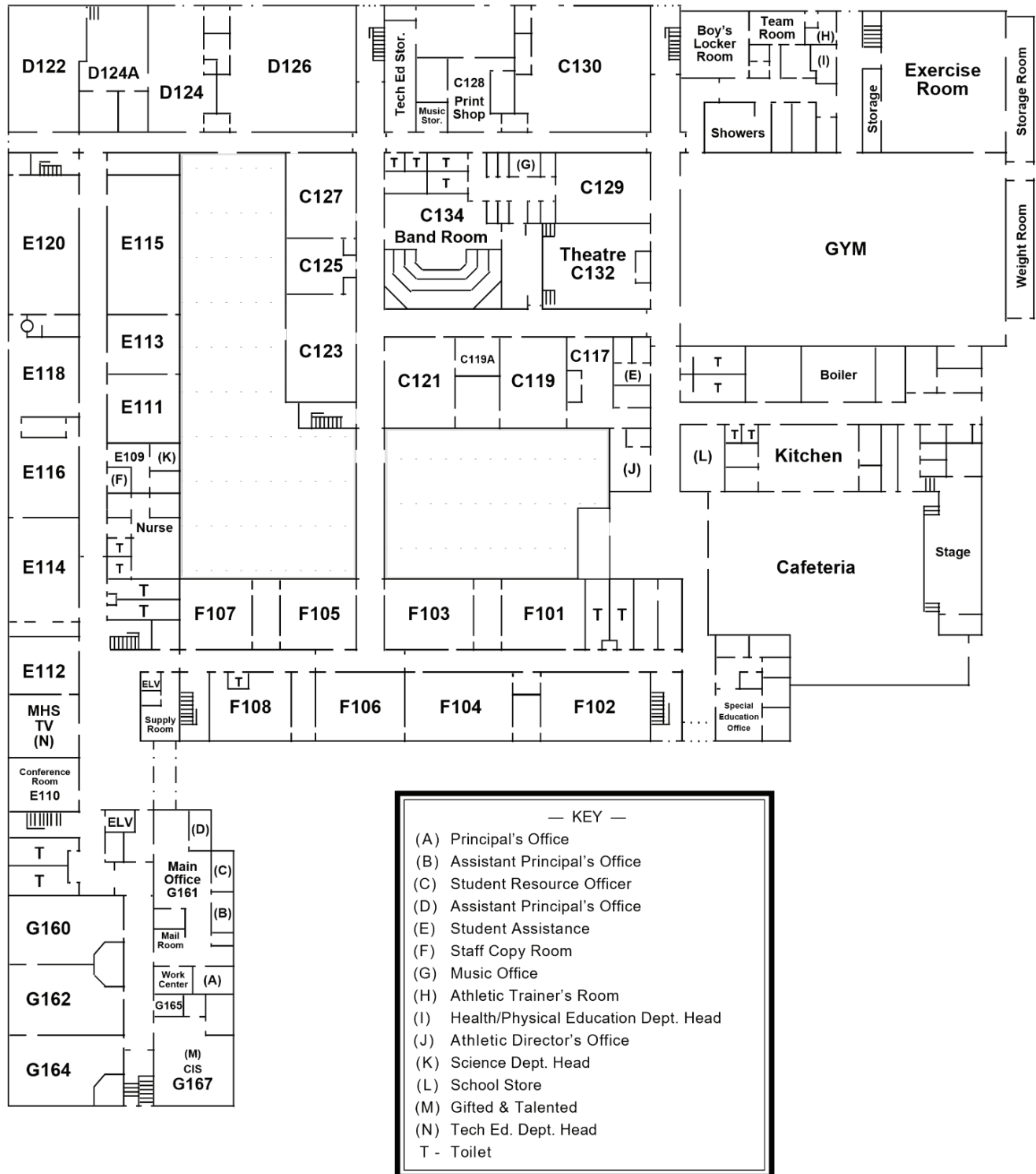
- **Two-Hour Delayed Bell
Schedule
Wednesday - Thursday**

Period 1 or 2	9:30-10:18
Period 3 or 4	10:22-11:10
HR/Advisory	11:14-11:24
Period 5 or 6	11:28-1:17
<i>Lunch A</i>	<i>11:28-11:53</i>
<i>Lunch B</i>	<i>11:56-12:21</i>
<i>Lunch C</i>	<i>12:24-12:49</i>
<i>Lunch D</i>	<i>12:52-1:17</i>
Period 7 or 8	1:21-2:15

FLOOR PLANS

MERRIMACK HIGH SCHOOL

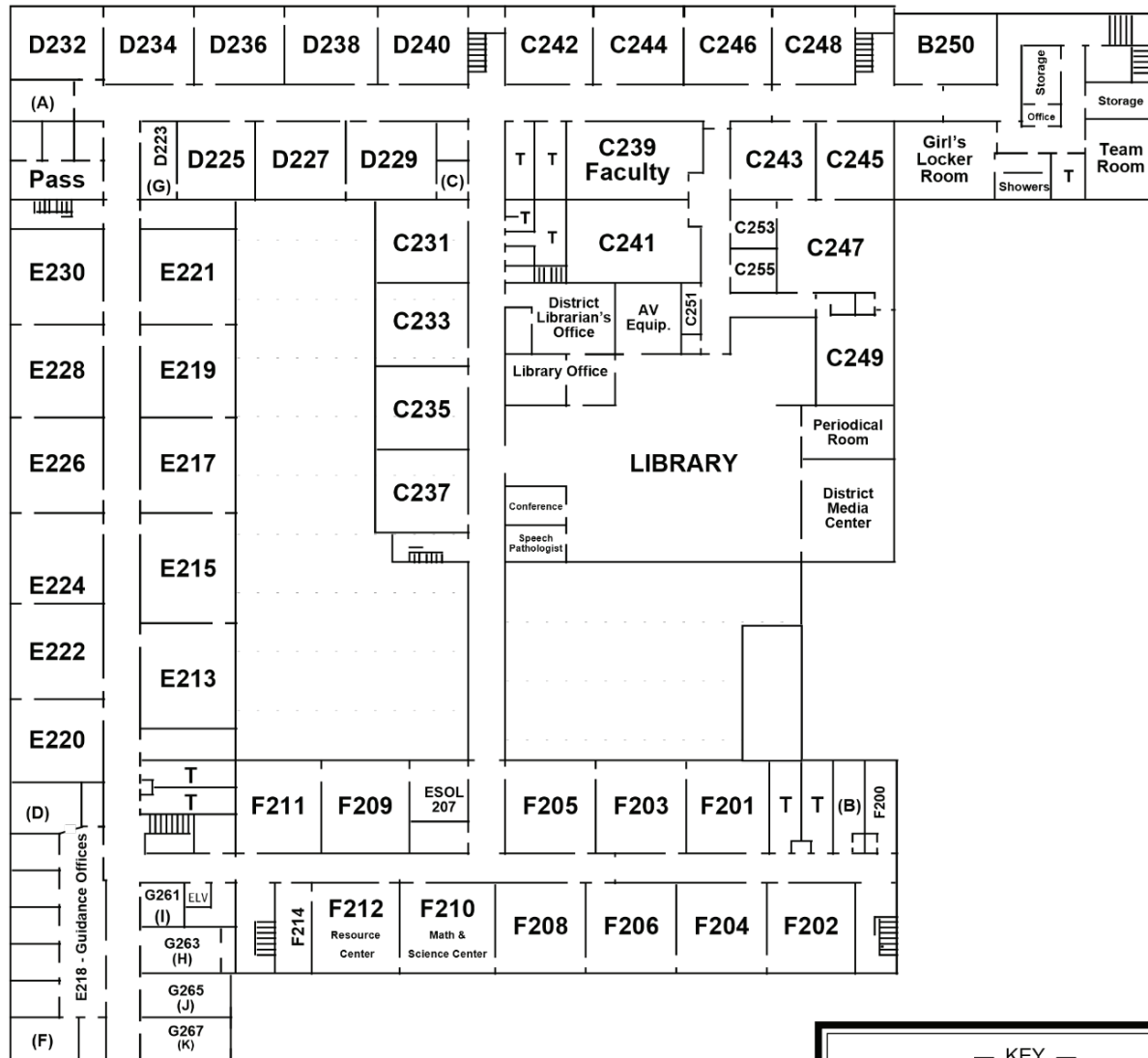
FIRST FLOOR



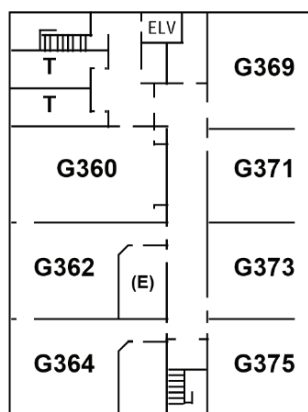
Revised 8/14/17

FLOOR PLANS

MERRIMACK HIGH SCHOOL SECOND FLOOR



THIRD FLOOR



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

T - Toilet

ACADEMIC INFORMATION

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

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

Report cards are issued twice a semester in each course. In addition to this formal report, students and parents are made aware of performance through PowerSchool. If you do not have access, please come to the Main Office to set up an account. Generally, report cards are issued 7-10 days after the close of the quarter. Report Cards are issued to the student and need not be returned to the school. The dates when report cards will be issued are announced in local newspapers, the MHS School Activities Calendar and on the MHS website (<http://www.sau26.org/mhs>).

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

ACADEMIC REVIEW PROTOCOL

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

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

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

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

- A copy of the student's most recent transcript.
- A copy of the student's most recent report card.
- A copy of the student's most recent 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 Academic Review Council to meet with the parents, the student, and his/her respective guidance counselor.

At the Academic Review Council meeting, the principal will introduce all the members of the council to the parents and student and then explain how the meeting will be conducted. It is expected that the parent and/or 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 Academic Review Council to earn credit for completing an online or virtual course can be considered only if the course is taught by a certified teacher.

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

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

COURSE SELECTION

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

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

CREDIT RECOVERY PROGRAMS

EVENING ACADEMY FALL/SPRING

The Merrimack High School Evening Academy will be held each semester beginning in 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 guidance 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.

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

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

CRITERIA FOR PUBLICATION OF SCHOOL-RELATED MATERIAL ON THE INTERNET

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

Definitions

1. "Student or staff-generated work" means stories, essays, reports, poems, artwork, photographs of artwork or projects, audio-visual performance 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.

DIFFERENTIATED DIPLOMAS

Merrimack High School offers a standard diploma and a modified curriculum diploma.

Standard Diploma

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

Required Subjects	Credit(s)
Arts education	½ credit
Digital literacy	½ credit
English	4 credits
Mathematics	3 credits, including algebra credit that can be earned through a sequential, integrated, or applied program
Physical sciences	1 credit
Biological sciences	1 credit
US and NH history	1 credit
US and NH government/civics	½ credit
Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Health education	½ credit
Physical education	1 credit
Open electives	7 credits
Totals	21 credits

Standard Diploma With Honors

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

Modified Curriculum Diploma

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

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

Standard Diploma – Special Considerations

Early Graduation

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

Other Special Considerations

- A. Students who transfer to Merrimack High School during their senior year and cannot meet the requirements for the standard diploma will have their transcripts reviewed by the Director of Guidance, Assistant Superintendent for Curriculum, and the Principal. After careful review and analysis of the transcripts, this group will determine the specific requirements for graduation, and notify the student and parent of the decision. Parents, guardians, and/or students will be entitled upon request to an explanation of the decision. They will be given an opportunity to present their views.
- B. Students who transfer to Merrimack High School prior to their senior year will be expected to meet the graduation criteria for a standard diploma as stated in the Merrimack High School Program of Studies.

Students may participate in only one graduation exercise either at the time of receiving a standard 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 Academic Review Council will consist of the following people:

High School Principal

Director of Special Services

Assistant Superintendent for Curriculum

Director of Guidance

An Assistant Principal

A Department Head

DIFFICULTY CRITERIA FOR COURSES

The difficulty criteria continuum is intended to emphasize the importance of setting appropriate expectations for all students. It is essential that the 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.

GRADUATING CLASSES OF 2020+ CRITERIA FOR COURSES

	FOUNDATIONS	COMPREHENSIVE	HONORS/AP
Goals of Course	To develop reading, verbal, writing, and study skills and content knowledge; to apply skills to assignments and/or problems; to prepare students who plan to further their education or enter the world of work.	To develop higher level, reading, verbal, writing, and study skills and content knowledge; to develop abstract, complex language and concepts through application to problem solving; to prepare students who plan on post-secondary education, including four-year colleges.	To develop advanced thinking, reading, verbal, and writing skills; to develop understanding of complex concepts and themes through extensive investigation and sophisticated language and subject matter; to prepare students who plan to attend a four-year college.
Prerequisite Skills	Low average to average reading, writing, math, listening and/or study skills.	Average (grade level) to above average reading, writing, math, listening, and independent study skills.	Teacher recommendation; highly developed academic and independent study skills. High degree of motivation.
Methodology	Instruction includes frequent student-teacher interaction, a 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.
Assignments	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.
Evaluation	Written/oral tests, practical applications, research reports, projects, and demonstrations.	Written/oral tests, practical applications, independent research reports, projects, and demonstrations.	Written/oral tests, practical application, independent, complex research projects/reports and demonstrations.

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.

GRADUATION REQUIREMENTS

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

All students who are enrolled in and attend Merrimack High School will be given the opportunity and are expected to meet the graduation requirements and to receive standard diplomas.

Health and P.E. Requirement

A total of one credit in Physical Education and a half credit (.5) in Health must be earned by all students before graduation. **Students can only use their "school sports participation" for a P.E. 3.5 credit. This will be grade of Pass/Fail on the MHS transcript and will not be factored into the student's GPA. Credit may be awarded retroactively.**

The Process:

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

HOMEWORK

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

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

1. Ask for clarification if the assignment is not clearly understood.
2. Record both daily and long-term assignments and due dates.
3. Complete homework in proper form, as defined by the individual teacher.
4. Submit homework on the assigned date.
5. Arrange a proper study area at home and organize time to accomplish homework assignments.
6. Establish a study schedule free from distractions (television, telephone, etc.)
7. If you are absent and miss a class, speak to your teacher as soon as possible and get the missing work. If necessary, make an appointment with your teacher to receive extra help and to makeup labs, quizzes, and tests.

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 call the Guidance Department (424-6204, Ext. 2418) to arrange work from teachers. Assignments will be ready to be picked up 24 hours after the parent has called.

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. It is encouraged that no lengthy projects, papers, and homework assignments be scheduled during district vacation days. This expectation is encouraged so that students and staff may use the time in non-school activities.

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

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

INDEPENDENT STUDY

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

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 guidance 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 guidance counselor by the teacher
- Grades of "incomplete" not completed by the deadline will become an "F".

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 scales:

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

MHS EXTENDED LEARNING OPPORTUNITY POLICY

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

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

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

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

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.

PROGRESS TOWARDS GRADUATION

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

Freshman = 5.5 credits

Sophomore = 10.5 credits

Junior = 15.5 credits

GUIDANCE DEPARTMENT

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

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

Please see Policy JLD regarding more information on the District's School Guidance and Counseling Program.

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.

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 diagnostic, remedial and consultative services for special needs students in all grades. Special needs students are defined as students who need additional services outside the classroom program. The Referral Review Team initially processes referrals and if there is a recommendation for evaluation, a formal team meeting is held to design an Individual Education Plan.

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

STANDARDIZED TESTING INFORMATION

College Board Registration Calendar

SAT Exams:

We will be administering the SAT Exam to our current Seniors in October.

PSAT Exam:

The PSAT's will be administered on Saturday.

STUDENT ASSISTANCE LABS

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

STUDENT ACTIVITIES

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

Attendance at or participation in interscholastic sports and student activities 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.

Some of the clubs and activities will change yearly, depending upon student interest.

Color Guard	Newspaper (The Hawk)
Dance Team	NH Scholars
Distributive Education Club of America (DECA)	Quiz Bowl
Environthon	Random Acts of Kindness
F.I.R.S.T.	Science Olympiad
Garden Club	Senior Service Day
Gay-Straight Alliance	Spanish Club
Glass Art Club	Student Council
Literary Magazine (Split Ink)	SADD (Student Against Drunk Driving)
Math Team	Students for Student Advocacy
Merrimack Mentors	Theatre
Model UN	Yearbook
National Art Honor Society	
National Honor Society	
National Math Honor Society	

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.

INTERSCHOLASTIC ATHLETICS

Merrimack High School offers the following interscholastic athletic activities. The varsity teams are listed below. Most of these sports also have freshman and junior varsity teams. Athletes must pass four units of work and have a 1.67/C- to be eligible to participate in interscholastic athletics.

Fall Sports	Winter Sports	Spring Sports
Boys' Cross Country	Bowling	Baseball
Girls' Cross Country	Boys' Basketball	Boys' Lacrosse
Boys' Soccer	Boys' Indoor Track	Boys' Tennis
Girls' Soccer	Girls' Basketball	Boys' Track & Field
Field Hockey	Girls' Indoor Track	Girls' Lacrosse
Football	Gymnastics	Girls' Tennis
Golf	Ice Hockey	Girls' Track & Field
Spirit	Boys' & Girls' Swimming	Softball
Volleyball	Spirit	Coed Unified Volleyball
	Unified Basketball	
	Wrestling	

NATIONAL HONOR SOCIETY

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

Guidelines for National Honor Society Selection

1. For all candidates the grade point cumulative average at the end of the second semester of the Sophomore or Junior year must be 3.83 or better.
2. All students meeting the above scholastic eligibility requirement will be invited to a meeting with the advisor(s) where they will be informed about the National Honor Society and its responsibilities, and be given the "service rating sheet".
3. All staff members are asked to rate the students who they know on their leadership and character qualities. They are also given an opportunity to comment on the student's conduct, both positively and constructively, to assist the faculty council in its final decision. A minimum number of teacher ratings is required.
4. Students must complete their "Service Rating Sheet" and achieve a minimum number of 8 activity points, a teacher rating of at least 7.5 each for Character and Leadership and 25 hours per year of community service in order to be considered for membership in the NHS.
5. A five-member faculty council, appointed by the Principal, will evaluate "Service Rating Sheets" and teacher ratings. Candidates are notified by letter whether or not they have been nominated following the faculty council meeting. Those who have not been nominated may 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 whose 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.

NOTES ON STUDENT ACTIVITIES

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 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 4:00 p.m. 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.

MHS PROCEDURES AND POLICIES

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.

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, and at school sponsored events shall receive disciplinary action immediately.

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

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

MHS has entered into a partnership with the Youth Council and the Youth Educational Employment Service (YEES) Program for student assistance programs. The YEES program works with the student and his/her family to develop positive decision-making skills through mediation, intensive supervision, communication, and job training. The Youth Council offers screening and assessment, affordable counseling, parenting classes, and groups to help students make healthy decision.

ASSEMBLIES

Students are expected to follow the guidelines below when attending any assembly program at MHS. This includes, but is not limited to, spirit week assembly, pep rallies, guest speakers, 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.

BOOKS AND EQUIPMENT

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

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

CAFETERIA/LUNCH

ALL FOOD AND DRINKS MUST BE CONSUMED IN THE CAFETERIA.

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

Student Behavioral Expectations

1. Students will demonstrate rules of common courtesy to fellow students, staff, and administration at all times.
2. Students will obey 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.
7. Students needing to use restroom facilities must use the bathrooms across from the Student Assistance Office.
8. The cafeteria annex has been designated for use by seniors only, with the exception of access to the vending machines.

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.

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. 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. 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.

CELL PHONE AND ELECTRONIC DEVICE POLICIES

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

- Students will be allowed to carry cell phones out-of-sight in the "power off" mode.
- Students will be allowed to use their cell phone between periods, before school, during lunch, and after school. While in class, phones should be in the power-off mode setting.
- Non-compliance with cell phone policy may result in confiscation. Staff members may turn in the cell phone at the main office; parents may need to pick up the cell phone.
- Due to privacy and safety issues, use of the camera function on cell phones is strictly prohibited. Violation 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 include, but are 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 students violate MHS policies through the use of such devices, these devices could be confiscated and returned to the student at the end of the school day. Repeated violations will result in parent involvement and disciplinary action.

Although the use of electronic 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.

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 or shared through photos/texts.

CLASS DUES

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

CLASS FUNCTIONS AND CO-CURRICULAR ACTIVITIES

All requests for club or organization activities, as well as all requests to hold a class function, must be submitted to and approved by the administrator in charge of activities. Request forms are available in the Main Office. The District's policy on *Student Behavior, Conduct, Discipline, and Due Process* (Policy JICD) and the *Merrimack School District Co-Curricular Expectations* apply to all school related activities.

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. Guests must have prior approval from the administration and their host school (when applicable), and they must be at least a freshman 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 a MHS senior class only event.
- Attendance and academic success go hand in hand. Students are required to attend all classes each day. Cutting of class will result in an unexcused absence. Students who habitually (4 or more per semester cut classes and/or school will not be eligible to attend school related activities and dances.

DANGEROUS DEVICES

Firecrackers/Incendiary Devices

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

Laser Pointers

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

Pocket Knives/Box Openers/Chains/Spikes

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

Weapons

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

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

DRESS CODE POLICY

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 are prohibited from wearing the following:

1. Hoods, scarves, headgear, sunglasses, and/or any item that obscures facial features (for student safety), unless being worn for religious reasons.
2. Any clothing, jewelry, tattoos, or accessories, which, through word, design, or double meaning, display, advertise or otherwise promote the use of the following:
 - Illegal or controlled substances including, but not limited to, alcohol, tobacco, or other drugs;
 - Sexual reference and/or language;
 - Symbols of gang association or activities;
 - Intolerance of or lack of respect to others on the basis of gender, race, religion, ethnicity, social, sexual preference, disability, or economic background;
 - Violence; and/or
 - Profanity or vulgarity.
3. Clothing that, by its brevity or sheerness, is not sufficient to conceal undergarments or midriff at all times. Shirts and other tops must either tuck into pants or overlap the pants while seated, walking, and standing. No skin can show between the pants and the shirt/top. Students should not be exposing underwear or midriff when seated or moving.
4. Any articles of clothing, including accessories, which affect school safety or disrupt the learning process. No metal spikes – or similar items – will be permitted on any articles of clothing, including hats, shoes, belts, etc. Additionally, no body jewelry, piercings, or metal accessories on clothing will be allowed in any Physical Education class.

A student may appeal this policy to the extent permitted by policies KE, KEB, and JICD (if a student is appealing a disciplinary consequence stemming from the dress code).

A student who violates the dress code shall be subject to appropriate disciplinary action. The Principal or designee shall, upon finding that dress or attire is not in compliance with the dress code, afford the student the opportunity to be in compliance with the dress code. If unable to comply, parental notification will be attempted, and parents will be given the opportunity to bring suitable clothes to the student. Students will not be allowed to leave school to change clothes without parental and administrative approval.

EARLY RELEASE PRIVILEGE – 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 17 credits earned;
- Must currently be enrolled in a minimum of six (6) classes each semester;
- Must select either late arrival or early release (cannot be enrolled in both);
- Late arrival can only be applied to period 1 and early release can only be applied to period 8; and
- Parent/guardians permission must be granted.

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

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. 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.

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.

FIELD TRIP-OVERNIGHT-OVERSEAS TRIPS PERMISSION SLIP

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

FOOD CONSUMPTION POLICY

It is important that our school is kept clean throughout the school day, including before and after school. A big part of this is making sure that students do not eat in hallways, lobbies, or classrooms. We also have students with serious food allergies, and this helps to limit the areas in the building where food is consumed. Some areas are designated for food and drink consumption, such as the cafeteria and in some cases designated classrooms.

Any food or drink that is brought into the building before 7:30 AM should have a lid or be in a sealed container or bag. Students should go to the cafeteria with their food or drink not walking the hallways, etc.

After 7:30 AM, students who arrive late will be expected to go to the office and scan/sign in. If they have food or drink, they may be asked to dispose of these items while they are in the office. Please plan your arrival accordingly.

GAMBLING

Gambling of any kind is not allowed in school.

HALL PASS SYSTEM

Once a period has started, all students out of their assigned areas must have in their possession valid corridor passes. Corridor passes must be shown to a teacher or staff member upon request.

HOMEROOM

Homerooms will be held every day and teachers will take attendance. Students must remain in their homeroom. No students will be allowed to go to the cafeteria or vending machines. Passes can be issued to see a teacher for academic reasons.

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

Accident insurance is available for purchase at the beginning of the school year for a nominal fee. These forms are available in the Main Office and on the district's website.

District issued Chrome Book Insurance is available. The cost is 10.00.

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 the school building. Students are not permitted to leave the school building or school grounds without prior permission from the school nurse or an administrator. If a student has left without such prior permission, he/she may be subject to an immediate consequence and subject to a search upon return. Please also see MHS's Search and Seizure policy.

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 7:15 a.m. to 3:15 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.

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 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.

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. Please click on the following link for the full policy for homelessness (JFABD):

MHS ATTENDANCE POLICIES

ABSENTEEISM FROM SCHOOL

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

A class that is missed because of a school-sponsored activity will not be considered an unexcused absence, but a school-related activity. Such activities may include:

- Field trips;
- Athletic activities; and
- Academic visits verified through the Guidance Office.

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

Any student who has exceeded the allowable limit of absences from class will have a meeting with the Assistant Principal regarding the loss of credit at the end of the respective semester. Students may appeal a loss of credit to the principal. See Appeal Process for Parents for Non-Disciplinary Matters.

TARDY TO SCHOOL

If a student arrives at school after 7:30 a.m. Students must scan their ID and receive a SCHOOL ATTENDANCE PASS to class. The student then proceeds immediately to his/her scheduled class. **Any student who signs in after 8:00 a.m. is considered absent for the first class of the day.**

DISMISSAL

Students being dismissed from school must present a note from a parent or guardian to the attendance secretary before 7:30 a.m. The 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.

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 and consistent with their Search and Seizure policy. 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 | • Handicapped Parking | • Grass Areas |
| • Special Services | • Masticola Elementary School | • Faculty Lots |
| • Visitor Lot | • End Zone | • Back of the school |
| • Superintendent's Office | • Masticola Upper Elementary 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 have to be answered to with an administrator at the high school office. Repeated violations will result in a suspension and/or loss of driving/parking privileges. No refunds or reimbursements will be given for revoked parking permits or towing.

Student parking stickers will be sold to seniors and then 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 school day.

The speed limit on school property is 15 miles per hour. The exit road from the student parking lot is school property. Persons violating good driving practice will lose driving privileges on school grounds, and the police may 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)

Please also see District Policy ACD.

SCHOOL CANCELLATION/DELAYED OPENING

The decision to cancel or delay the opening of school will be made and announced no later than 6:30 a.m. These announcements will be made on local radio stations and Channel 9 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.)

SCHOOL PROCEDURES REGARDING STUDENTS OF DIVORCED OR SEPARATED PARENTS

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

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, 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, the following areas are unauthorized to students:

1. Parking lots (during school hours);
2. Parked cars;
3. Any area inside or outside the school building unless with a specific and legitimate purpose, as determined by the Assistant Principal or other school personnel;
4. Unsupervised areas within the building;
5. Areas under construction or renovation; 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 and JICD)

STUDENTS 18 YEARS OR OLDER

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

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

TEACHER QUALIFICATIONS

The Merrimack School District adheres to New Hampshire's Teacher Certification Requirements under the Every Student Succeeds Act (ESSA) 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.

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 JICK and 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.

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)

Full text: <https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Attendance%20Policy.pdf>

DAILY PHYSICAL ACTIVITY (IMAH)

Full text: <https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Attendance%20Policy.pdf>

DISTRIBUTION AND DISPLAY OF INFORMATION AT SCHOOLS (KHC)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Distribution%20and%20Display%20of%20Information%20At%20Schools%20Policy.pdf>

EXCEPTIONS TO USE OF SPECIFIC COURSE MATERIALS (IGE)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Exceptions%20to%20use%20of%20Specific%20Course%20Materials%20Policy.pdf> Please also see Policy IHAM.

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN (AC)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/AC%20Non%20Discrimination%20Equal%20Opportunity.pdf>

PROCEDURAL SAFEGUARDS NON-DISCRIMINATION ON THE BASIS OF DISABILITY (ACE)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/ACE%20Procedural%20Safeguards%20Nondiscrimination%20Disability%20Policy.pdf>

PUBLIC COMPLAINTS (KE)

Full Text: <https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Public%20Complaints%20Policy.pdf>

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION (KEB)

Full Text:

https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Public%20Complaints%20About%20School%20Personnel_%20Employees_%20Policy.pdf

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (ILD)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Non-Educational%20Surveys%20and%20Questionnaires%20Policy.pdf>

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING (JICK)

Full Text:

https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Pupil%20Safety%20Violence%20Prevention%20_Bullying_%20Policy.pdf

SERVICE ANIMALS (IMGA)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Service%20Animals%20Policy.pdf>

STUDENT BEHAVIOR, CONDUCT, DISCIPLINE AND DUE PROCESS (JICD)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/Domain/1103/JICD%20%20Student%20Behavior%20Conduct%20Discipline%20and%20Due%20Process.pdf>

STUDENT TRANSPORTATION (EEA)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/TransportPolicy.pdf>

&

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Student%20Transportation%20Services%20Policy.pdf>

STUDENT USE OF INFORMATION TECHNOLOGY (JICL)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Student%20Use%20of%20Information%20Technology%20Policy.pdf>

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)

Full Text:

<https://www.sau26.org/cms/lib/NH02217442/Centricity/Domain/1103/Title%20IX%20Sexual%20Harassment%20Policy%20and%20Grievance%20Process%20ACAC.pdf>

See also District Policy GBAA.

USE OF PHYSICAL RESTRAINT/SECLUSION (JKAA)

Full Text: <https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Use%20of%20Physical%20Restraint%20and%20Seclusion%20Policy.pdf>

WELLNESS (JLCF)

Full Text: <https://www.sau26.org/cms/lib/NH02217442/Centricity/domain/8/msd%20policies/Wellness%20Policy.pdf>

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

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 45 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 Director of School Counseling 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 Director of School Counseling, 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.

- 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 § 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, § 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 § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 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 § 99.34. (§ 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 § 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. (§§ 99.31(a)(3) and 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. (§ 99.31(a)(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 § 99.38. (§ 99.31(a)(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. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To Parents/Guardians of an eligible student if the student is dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(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. (20U.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

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 to be eligible or ineligible by the previous fourth quarter grades. All incoming freshmen are eligible to participate in a fall sport. For winter and spring sports, freshmen student athletes will adhere to the Merrimack High School eligibility standard of passing four units of work (NHIAA) criteria) and maintaining a 1.67 or better grade point average. Eligibility status is determined on the day that official report cards are distributed to students. Academic Make-Ups: A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through academic/credit recovery programs completed prior to the last date to pay 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 2- D; 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.

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

SCHOOL ATTENDANCE EXPECTATIONS

School Attendance

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

School Suspension

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

Athletic Codes

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

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

It should be understood that any person who participates in a sport is subject to injury. These injuries may occur despite proper training, 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; 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 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 to the local school board. A parent or guardian may appeal the decision of the local school board to the state board of education consistent with the provisions of RSA 21-N:11, III; 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.

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 31, 2023

**ASBESTOS MANAGEMENT PLAN
ANNUAL NOTICE OF AVAILABILITY**

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

Sincerely,



Everett V. Olsen, Jr.
Chief Educational Officer

cc: Faculty
Staff
Parent/Guardians
School Website

MerrimackSchool District - SAU 26

School Calendar 2023-2024

Approved 3-20-2023

Students: 1 day Aug 28 - Classroom Set Up Aug 29- PD/Building Meetings Aug 30- PD/District Meetings Aug 31- First Day of School Transition Day* *Gr.K,5,7,9 Regular Arrival Time *All other grades: 2hr delay	August 2023						
	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 2024							Students: 19 days Jan 1 - No School Jan 9- Tentative Election/No School Jan 15 - No School/MLK Jr Day Jan 26- Teacher Workshop- No School
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 Sept 4 - No School - Labor Day Sept 22 - Early Release	September 2023						
	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 2024							Students: 17 days Feb 26 to 29 - No School/February Break
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			

Students: 20 days Oct 6- Teacher Workshop - No School Oct 9 - Columbus/Indigenous people Day	October 2023						
	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 2024							Students: 20 days Mar 1 - No School/February Break Mar 29- Early Release
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: 18 days Nov 9- Early Release Nov 10 -No School/Veterans Day Observed Nov 22-24 - No School/Thanksgiving Break *conferences	November 2023						
	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 2024							Students: 16 days Apr 9 - Town Elections Apr 22 - 26 - 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					

Students: 16 days Dec 22- Early Release Dec 25 - 29 - No School/Winter Break	December 2023						
	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 2024							Students: 22 days May 17- Early Release May 27 - 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 2024							Students: 11 days June 15 - Graduation Date June 17 -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	October 4	September 27	September 28	September 21	9/13 (7th), 9/14 (8th)	TBD
Fall Parent Teacher Conferences	November 16 & 20	November 16 & 20	November 16 & 20	November 2 & 8	November 16 & 20	TBD
Kindergarten Registration	January 8	January 8	January 8	N/A	N/A	N/A
Kindergarten Registration Night	March 18	March 18	March 18	N/A	N/A	N/A
Spring Parent Teacher Conferences	April 4 & 8	April 4 & 8	April 4 & 8	April 3 & 11	March 14	TBD
Term/Marking Period End Dates	12/8, 3/15, 6/7	12/8, 3/15, 6/7	12/8, 3/15, 6/7	12/8, 3/15, 6/7	November 3, January 25, April 5, June 17	
Report Cards	12/22, 3/29, 6/17	12/22, 3/29, 6/17	12/22, 3/29, 6/17	12/22, 3/29, 6/17	November 17, February 9, April 19, June 17	
Election Dates	Presidential Primary January 2024. Town Elections April 9, 2024					

*Dates above are subject to change with notice