

MERRIMACK SCHOOL DISTRICT



MERRIMACK MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK

2019-2020

MERRIMACK SCHOOL DISTRICT

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

DR. MARK E. MCLAUGHLIN
Superintendent of Schools
JOHN F. FABRIZIO
*Assistant Superintendent for
Curriculum, Instruction and Assessment*
MATTHEW D. SHEVENELL
Assistant Superintendent for Business

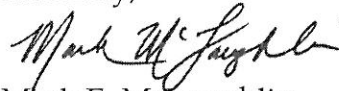
September 3, 2019

Dear Parents/Guardians:

We hope that this booklet provides parents and guardians of Merrimack Middle School students 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 of the middle school and the policies and procedures that are pertinent to the students' well-being.

Sincerely,



Mark E. McLaughlin
Superintendent of Schools

MERRIMACK SCHOOL BOARD

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ADMINISTRATIVE PERSONNEL

Superintendent of Schools

Dr. Mark E. McLaughlin

Dr. Mark E. McLaughlin	424-6200
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Assistant Superintendent for Curriculum, Instruction & Assessment

John Fabrizio

John Fabrizio	424-6200
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Assistant Superintendent for Business

Matthew Shevenell

Matthew Shevenell	424-6200
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Director of Technology & Library Media Services

Nancy Rose

Nancy Rose	424-6203
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MERRIMACK MIDDLE SCHOOL PERSONNEL

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<i>Principal</i>	
Adam B. Caragher	adam.caragher@sau26.org
<i>Assistant Principal</i>	
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<i>Math Coordinator</i>	
Cheryl Smith	cheryl.smith@sau26.org
<i>Language Arts Coordinator</i>	
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Meredith Davine	meredith.davine@sau26.org
<i>Athletic Coordinator</i>	
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SUPPORT SERVICES

<i>Bus Contractor</i>	
Student Transportation of America	424-7880
Caring Hands (Student Services)	487-2768
<i>Transportation Coordinator</i>	
Richard Desmond	440-2282
<i>Food Services Director</i>	
David Dziki	424-6226

2019-2020 MMS PARENT-TEACHER GROUP

<i>Co-President:</i> Andrea Andris	a.andris@comcast.net
<i>Co-President:</i> Ellen Wilson	ekwilson72@gmail.com
<i>Teacher Representative:</i> Jeff Caron	Jeffrey.Caron@sau26.org

TABLE OF CONTENTS

Letter to Parents/Guardians	1
Floor Plans	
First Floor	2
Second Floor	3
Introduction	
Philosophy	4
Mission Statement	4
Code of Conduct	
Expectations	4
Student Conduct/Behavior Guidelines	5
Student Dress and Grooming	6
Personal Electronic Devices	6
Cafeteria Procedures/Expectations	6
Attendance/Truancy	
Absences	7
Family Trips/Educational Opportunities	7
Truancy	7
Developing and Coordinating Strategies for Truancy Reduction	7
Intervention Process to Address Truancy	8
Parent/Guardian Involvement in Truancy Intervention	8
Procedures for Absences and Tardiness	8
Academic Information	
Marking System	9
Incomplete Grades	9
Academic Integrity	9
Homework	10
Textbooks/Materials	10
Parent/Teacher Conferences	10
Assessment	10
Recognition Programs	10
General Procedures	
Morning Procedures	11
Early Dismissal	11
Afternoon Dismissal/Bus Procedures	11
Staying After School	11

General Procedures (Continued)

School Cancellation/Delayed Opening	11
Student Services	11
Library Services	11
Health Services	12
Immunizations	12
Lockers	12
Extra-Curricular Activities/Interscholastic Sports	13
School Dances	13
Publication of Student Information	13
School Insurance	13
Parent/Teacher Group (PTG)	14
Visitors to the School	14
Teacher Qualifications	14

State Laws/School District Policies

Non-Discrimination	14
Procedural Safeguards Non-Discrimination on the Basis of Disability	14
Appeal Procedure for Parents	15
Annual Notification of Rights Concerning Student Records	16
School Cancellation	16
Delayed School Opening Policy	16
Title IX — Sex Equity in Education	16
Grievance Procedure for Alleged Violation of Section 504, Title IX	17
Wellness Policy	17
Pupil Safety and Violence Prevention – Bullying	18
Student Transportation Policy	23
Student Use of Information Technology	25
Criteria for Publication of School Related Material on the Internet	27
Co-Curricular Expectations	28

MMS Important Dates	30
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School Calendar	Back Cover
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***School District policies can be found in two places. Online, they can be found at:
www.sau26.org/page/5040***

***Hard copy versions of School District policies are held at the SAU Office,
36 McElwain Street, Merrimack, NH 03054.***

MERRIMACK MIDDLE SCHOOL

31 MADELINE BENNETT LANE
MERRIMACK, NEW HAMPSHIRE 03054
(603) 424-6289 • Fax (603) 423-1109

ADAM B. CARAGHER
Principal

SHAWNA D'AMOUR
Assistant Principal

September 2019

Dear Middle School Parents and Guardians,

We want to welcome you and your children to the 2019-20 school year! This year we are again dedicating ourselves to providing a positive learning environment for our students and their parents/guardians. In order to attain this objective, it is essential that we create strong partnerships with all stakeholders. We will be able to help our students REACH their full potential in academics and as citizens of our community through strong communication and collaboration.

This year we will continue our focus on meeting the individual needs of each student. We will help them advance towards mastery of the essential curriculum standards. We will continue using assessment tools such as Star 360 and the GRADE reading assessment to provide pertinent information allowing us to make informed decisions about each student's understanding. This information will be leveraged throughout the school year to help with academic and placement decisions.

Merrimack Middle School continues the familiar themes of safety, responsibility, and respect. Our goal is to continue to build upon the foundation laid by the elementary schools as students continue to mature and become young men and women. We want students to understand the effect of choices, both positive and negative. This will assist them as they continue to grow and make decisions that impact themselves and others.

We will also strive to get to know your students and provide social supports through these often-challenging years of adolescence. Each student is a member of an advisory group consisting of both a staff member and other students. The intent is to provide opportunities for all students to connect to a staff member and other students in the building. These connections will be valuable throughout the school year as they continue their middle school experience.

The list of important dates is at the back of this handbook and on our school's website (www.sau26.org/mms). We welcome your input, questions, and active participation this year.

Sincerely,

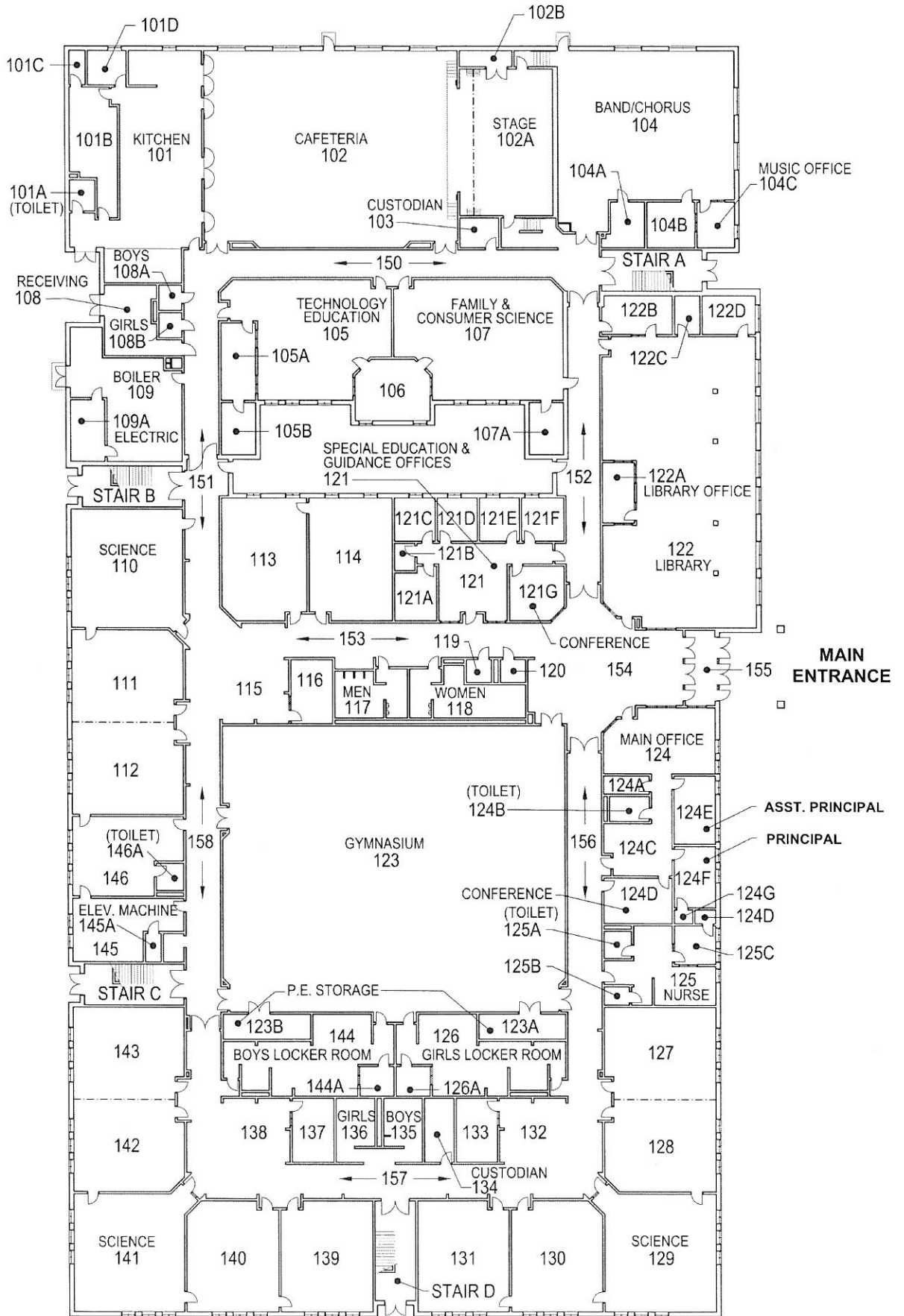


Adam B. Caragher
Principal
Adam.Caragher@sau26.org

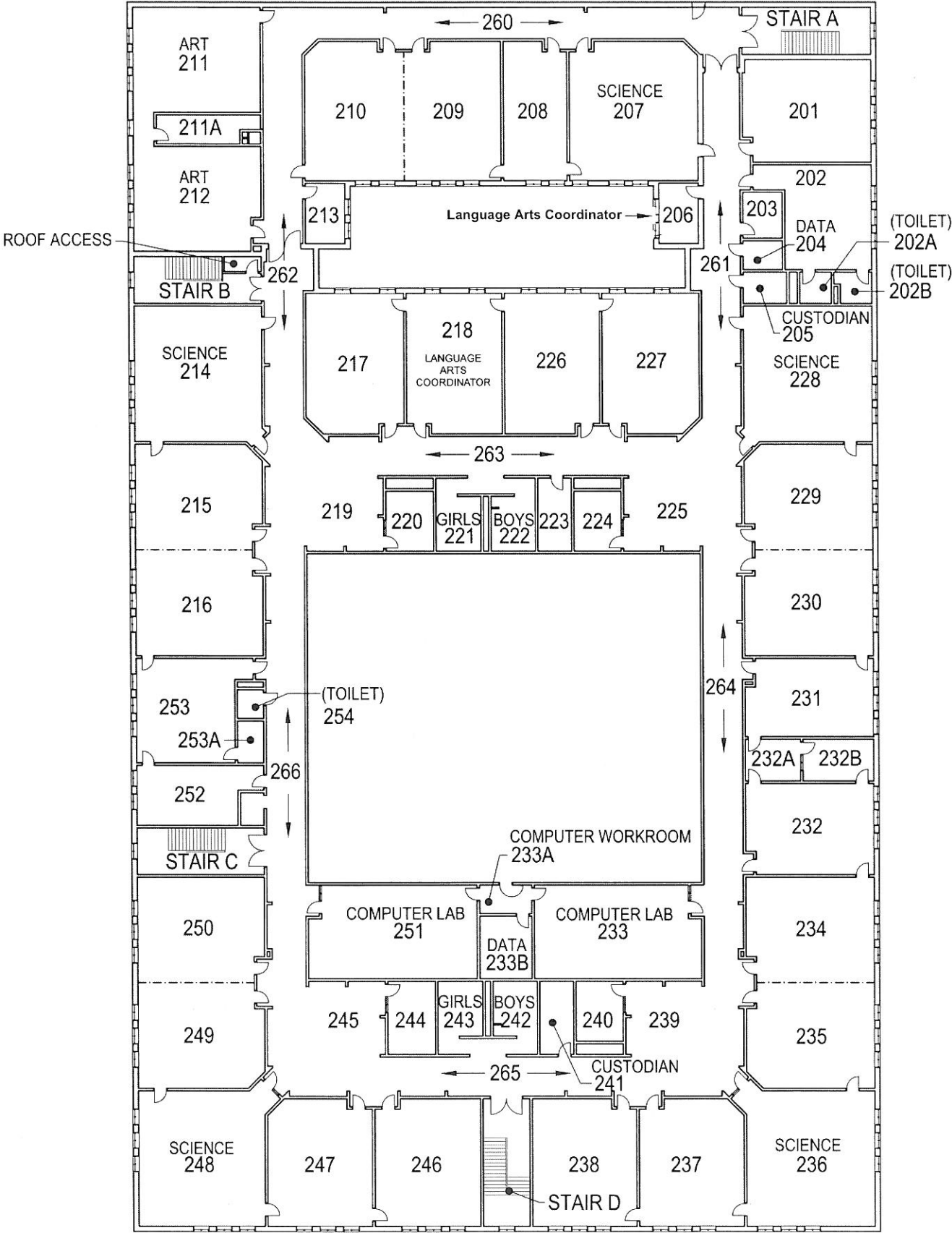


Shawna D'Amour
Assistant Principal
Shawna.D'mour@sau26.org

MERRIMACK MIDDLE SCHOOL – FIRST FLOOR



MERRIMACK MIDDLE SCHOOL – SECOND FLOOR



Introduction

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

The Merrimack Middle School services approximately 600 students in grades seven and eight. Team teachers deliver instruction in the core academic areas of language arts, math, science and social studies. Students may elect to take a world language course as an additional core academic subject.

Seventh and eighth grade students also participate in a wide variety of exploratory subject areas referred to as unified arts classes: art, music, consumer science, technology education, health, and physical education. Eligible students may participate in the Gifted and Talented Program as an additional exploratory subject area. All of these programs have important objectives in common:

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

Philosophy

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

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

Merrimack Middle School teachers have identified key standards for students to master in each subject. They will be assessing students' progress throughout the year and offering enrichment and/or interventions as needed. The middle school instructional program actively involves students in their own learning through interdisciplinary,

Mission Statement

Merrimack Middle School, a partnership of students, educators, parents and community members, provides a positive learning environment to guide each student toward lifelong learning and to REACH his/her full potential.

- R • Responsible and Respectful Citizens
- E • Effective Communicators
- A • Academic Achievers
- C • Critical Thinkers and Problem Solvers
- H • Healthy and Happy Students

Advisory

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

Code of Conduct

Expectations

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

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

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

Student Conduct/Behavior Guidelines

The objective of the Merrimack Middle School Behavioral Guidelines is to create a positive learning environment. In accordance with Merrimack School Board Policy concerning student conduct:

“Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.” (Merrimack School Board Policy, Student Conduct)

Behavioral issues at Merrimack Middle School are categorized as **Disrespect** (conduct not showing consideration for a person or property), **Disruption** (conduct which interrupts the progress of staff or student), **Refusal** (conduct in which student does not comply with school or staff policy, procedure, direction, or request) or **Safety** (conduct which creates a risk of injury, danger, or loss in school environment). Listed below are examples:

Disrespect	Disruption	Refusal	Safety
<ul style="list-style-type: none"> • Use of obscenity • Stealing and vandalism • Name calling directed towards an individual or group of individuals 	<ul style="list-style-type: none"> • Possession of nuisance item (laser pointer, rubber band) • Talking out of turn • Moving around classroom during instruction 	<ul style="list-style-type: none"> • Dress code violation • Failure to serve detention • Tardiness to class or school • Plagiarism/cheating • Forgery 	<ul style="list-style-type: none"> • Threat of violence • Possession of drugs, alcohol, or tobacco • Fighting • Pushing/shoving

The School Board Policy makes reference to a variety of teacher and administrative consequences:

Examples of Teacher Consequences

- Discussion with students
- Call to parents/ guardians
- Teacher detention (before, during or after school)
- Referral to administration

Examples of Administrative Consequences

- Administrative detention (before, during or after school)
- Removal from classroom
- Social probation*
- Out-of-school suspension
- Expulsion

*Any student who has been suspended, or received multiple office or classroom consequences, will be considered to be in poor behavioral standing and may be prohibited from attending academic and non-academic events.

Student Dress and Grooming

The objective of the Merrimack Middle School dress code is to help instill a sense of respect and responsibility in our students, for themselves and others. We appreciate parents/guardians' support of these efforts.

Students are expected to wear or bring items that meet these guidelines:

- Safe footwear
- Suitable attire and accessories that will be safe in all curriculum areas
- Clothing and footwear suitable for physical education activities

Students are prohibited from wearing apparel or accessories which are contrary to the standards of our community, including those that

- Portray alcohol, tobacco, or other illegal substances.
- Portray inappropriate, profane or vulgar words or symbols.
- Immodestly or inappropriately expose the legs, chest, back, abdomen, or midriff. All tops must have straps at least one inch in width.
- Cover students' heads, including bandanas, except as part of religious observance or for medical reasons.
- May be construed as weapons, such as chains.
- The staff and administration may issue additional directives on inappropriate apparel for the academic setting as the need arises. Students who fail to meet expectations of appropriate attire will be asked to change their clothing and significant or repeated violations for the dress code may require parent involvement.

Staff members may ask students not to wear certain clothing or accessories that they find to be offensive or distracting to the learning process. Refusal to abide by the Student Dress and Grooming guidelines will result in consequences.

Personal Electronic Devices

- Students will be allowed to carry electronic devices but they must comply with adult directives.
- Devices **may not** be used in common areas such as team areas, hallways and the cafeteria during school hours.
- The use of all electronic devices will be allowed at the discretion of the teachers in their classrooms.
- Due to privacy and safety issues, use of the camera function on electronic devices is strictly prohibited.

- The school will not be responsible for lost, stolen or damaged devices.

Please note that students will be permitted to use school phones to contact parents during the school day if necessary

Non-compliance with these expectations will result in the device being brought to the main office to be picked up by the student at the end of the day. These offenses will be recorded and multiple offenses may result in disciplinary action.

Cafeteria Expectations

- Students should speak to each other in normal voice tones.
- Students are expected to remain seated at their lunch table unless given permission to move by staff.
- Tables will be dismissed individually for students to get lunches and exit the lunch room.
- All students are expected to keep the area above and below their tables clean, and free of debris and leftover food.
- All students are expected to comply promptly and respectfully with requests from adults in the cafeteria.
- Unopened food items or drinks may be taken out of the cafeteria at the end of lunch.
- Under no circumstances should any student be soliciting money from other students.

Violation of the Cafeteria Expectations will result in consequences.

Attendance / Truancy

MERRIMACK SCHOOL BOARD ATTENDANCE POLICY

Absences

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

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

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

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

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

The principal or his/her designee may excuse a student for absences when receiving satisfactory evidence of conditions or reasons that may likely cause the student's absence. If parents wish for their child(ren) to be absent for a reason not listed above, the parents must provide a written explanation of the reason for that absence, including why and for how long the student will be absent. The principal or his/her designee will make a determination whether the stated reason for the student's absence constitutes good cause and will notify the parents in writing of his/her decision. If the principal or his/her designee determines that good cause does not exist, the parents may request a conference with the principal or

his/her designee to again explain the reasons for non-attendance. The principal or his/her designee may then reconsider the initial determination.

Family Trips/Educational Opportunities

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

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

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

Truancy

Truancy is defined as any unexcused absence from class or school. Ten (10) half-days or five (5) full days of unexcused absence during a school year constitute habitual truancy.

A half-day absence is defined as a student missing more than two (2) hours of instructional time and less than three and one-half hours (3¹/₂) of instructional time. Any absence of more than three and one-half hours (3¹/₂) of instructional time shall be considered a full-day absence.

The principal or his/her designee or truant officer is hereby designated as a district employee responsible for overseeing truancy issues.

Developing and Coordinating Strategies for Truancy Reduction

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

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

Intervention Process to Address Truancy

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

When the principal or his/her designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence a tiered intervention with the student, the student's parents, and other staff members as may be deemed necessary. The tiered intervention shall be comprised of processes including, but not limited to:

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

Parent/Guardian Involvement in Truancy Intervention

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

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

Parent/Guardian Notification of Truancy Policy

The superintendent shall ensure that this policy is included in or referenced in the Parent/Student Handbook and is communicated to parents/guardians annually at the beginning of each school year. Students may make up work missed by unexcused absences upon return to school; however, they will receive no grades or credit for the make-up work. Work will not be given prior to the absence.

To assure student safety, parents are asked to call the school by 7:00 a.m. if students will be absent or tardy that day. Parents should also have children dismissed work is through the school office. No adults should go to

classrooms to pick up their children.

A student will be considered tardy after 7:30 a.m. Parents are responsible for communicating to the school office the reason for the child's tardiness.

Procedures for Absences and Tardiness

Parents should call 424-6289 to report an absent or tardy student. The message should include the student's name, team and reason for the absence or tardiness. **Attendance voicemail is available between 3:00 p.m. and 7:00 a.m.** Office staff will answer the phone during the school day. If we do not receive a message or a phone call, and a student has not yet arrived at school when we do attendance in the morning, an office staff member will call to confirm the absence.

Any student who has been absent from school for any part of a session must bring a written statement to school with the following information:

- Student's name
- Grade/Team
- Date(s) of absence
- Reason for absence
- Signature of parent/guardian

This written statement should be presented to the homeroom teacher on the morning of the student's return to school, even if the office has been notified about a student's absence.

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

A minimum of one day for each day absent will be allowed for makeup work. Additional makeup days may be granted to students at the discretion of the classroom teacher and/or team. If makeup work is not submitted within the allotted time, the student may receive a zero for the assignment.

In cases involving absences due to family emergencies or special situations, a parent or guardian may request work in advance with the following restrictions:

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

School Attendance Expectations relating to co-curricular activities are explained on page 28 of this handbook.

Any student who is truant for any part of the school day will be referred for disciplinary action and parents/guardians will be contacted. The school resource officer and district truancy officer will be notified as appropriate.

Academic Information

Marking System

All grade reporting is done on PowerSchool. Parents and students are encouraged to regularly check PowerSchool to monitor student progress. Report cards are issued quarterly throughout the year. Parents can keep the reports; however, the envelope that they each come in should be signed and returned to the homeroom teacher within three days.

The marking system is as follows:

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

Students who receive A's in all subjects, including world language, unified arts, physical education and health, are awarded high honors. Students who receive A's and B's in all subjects are awarded honors.

Incomplete Grades

Students who are unable to complete course requirements of a given subject area within the specified marking period (quarter) may receive an "incomplete" mark on their report card. In most cases, students will be given a two-week period following the completion of a marking period to make up any incomplete work. Unless other arrangements have been made at the end of the two-week period, the subject area teacher will remove the incomplete mark and submit a letter grade for the course.

Academic Integrity

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

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

A student found to have cheated/plagiarized will not receive credit for the assignment/test at issue; however, the student will be held responsible for completing the assignment independently so that he/she will learn important skills. Parents and guidance counselors will be

notified by the teacher and/or the assistant principal for the first offense. Second (or repeated) offenses will be referred to the assistant principal for disciplinary action.

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.

Textbooks/Materials

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

In cases where textbooks, library books and other instructional materials are lost, damaged, or destroyed in excess of reasonable wear and tear, the student will be assessed an amount sufficient to repair/replace the item (s). Official transcripts and report cards will not be forwarded until all accounts are settled.

Parent/Teacher Conferences

Fall Information Nights

Grade 8 Wednesday, September 12, 2018
6:30-7:45 p.m.

Grade 7 Tuesday, September 18, 2018
6:30-7:45 p.m.

Fall Conferences

8th Grade 10/16 & 10/23, 2:30-6:00 p.m.

7th Grade 10/18 & 10/25, 2:30-6:00 p.m.

Spring Conferences

7th Grade 3/12 & 3/19, 2:30-6:00 p.m.

8th Grade 3/14 & 3/21, 2:30-6:00 p.m.

Parents may contact their child's teachers or guidance counselor at any time to request an additional conference time.

Testing

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

Time frames for testing are as follows:

February 2019	8th Grade NAEP (National Assessment of Educational Progress)
Spring 2019	NHSAS Testing Window
Progress Monitoring	STAR 360, GRADE (Group Reading Assessment and Diagnostic Evaluation)

Recognition Programs

- Honor Roll

Students who achieve academically are recognized for their performance. The academic honor roll includes math, science, social studies, language arts, world language, unified arts, physical education and health.

We use the following designations:

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

- Extra-curricular awards

Students who excel in activities such as interscholastic sports, Band, Chorus, and Student Council receive recognition of their contributions at specially designated times throughout the year.

- Year End Team and Academic Awards

Students are recognized in team awards ceremonies at the end of the year. These awards are presented for academic achievement and contributions to the team and school community.

General Procedures

Morning Procedures

Upon arrival at school, 7th grade students will report to the cafeteria, and 8th grade students will report to the gym. No food or drinks are allowed in these areas at this time.

Early Dismissal

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

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

A parent or guardian must report to the office to pick up the child. Dismissal notes will remain in the office. Upon return to school, the student will report to the office for a pass to return to class. Parents do not need to come in when dropping students off after a dismissal.

Afternoon Dismissal/Bus Procedures

Parents/guardians **who need their children to take a different bus should notify the school in writing. The note should include the bus number and name of the student they will be riding with** and the reason that the change is necessary. **If a reason is not given**, administration will call home to verify why switching buses is necessary. **Students should bring these notes to the office before they go to homeroom.** An office staff member will give a copy to the student and keep the original on file. In emergency situations, a phone call from a parent/ guardian will be acceptable.

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

Once all the buses have left the premises (about 2:15 p.m.), parents do not need to come into the building to sign out their child. Walkers and riders will leave the building through the front door.

Once dismissed, walkers and bike riders should leave the school grounds immediately. Students should observe bicycle safety, including wearing helmets and using

crosswalks. Students should not walk through the woods to travel to or from school.

Staying after School

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

Students may not stay after school to watch athletic events unless they have already made arrangements to receive extra help or to be part of an established activity. *Merrimack Middle School does not have a supervised area for students to stay late and wait for athletic events to begin.*

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

School Cancellation/Delayed Opening

The decision to cancel or delay the opening of school will be made and announced no later than 6:30 a.m. These announcements will be made on local radio stations and channel 9-WMUR in addition to the use of the district's Automated Calling System. Refer to page 16 for district policy.

Student Services

The Department of Student Services provides diagnosis, remediation, and consultation for children who require interventions beyond those offered in the regular classroom. Programs are conducted under provisions of IDEA and Section 504 of the Civil Rights Act.

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

The language arts coordinator and the math coordinator are responsible for overseeing group achievement testing,

individual diagnostic testing and programs in the areas of language arts and mathematics.

Library Services

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

Students are encouraged to use the library as often as they wish and may come any time during the school day with their teacher's permission.

While no fines are charged for materials that have not been returned on time, students are strongly urged to either renew or return all items in a timely fashion. Families are encouraged to help their students practice this responsibility as well as all others associated with borrowing materials.

When materials are not returned, the student will be given a notice that will identify the title of the item and other pertinent information. If, after several notices have been sent, the material still has not been returned, a letter will be sent home requesting that the family help locate the material.

New Hampshire RSA 201-D:11 states that all library user records are confidential. In compliance with this law, libraries are not permitted to state the title of the item in a letter addressed to someone other than the borrower. However the school librarian or administrator can verbally give this information to parents and guardians.

At the end of the year, report cards may be held pending payment for any items that have been lost, damaged, or not returned.

Health Services

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

The nurse keeps a permanent emergency card on file for every child in the school. Parents should notify the nurse of any change of their demographic information in case of emergency.

Parents/guardians must follow the school district required guidelines:

- All medications must be in the original container.
- All medications require a completed "Parental Consent to Administer" form.

- Prescription medications require a written order from the physician.
- Over-the-counter medications require a completed "Parental Permission to Administer."
- The first dose of any new medication must be given at home.
- Parents/guardians should inform the school nurse of any special medical needs, such as allergies, that their child has.
- Parents/guardians must bring all medicines for students to the school nurse.
- Parents are responsible for maintaining a supply of their child's medication for school use.
- Parents are responsible for picking up any medication left at the end of the treatment.

PLEASE NOTE: School district policy states that no internal medicines shall be dispensed or administered to any child by another student or school employee except the school nurse, principal, or his/her designee. To administer these medications, a written order from the physician who has examined the child and prescribed the medicine must be on file, as well as a written note from the parent or legal guardian.

Students who violate the aforementioned policy may subject themselves to severe disciplinary action consistent with the use, possession, or distribution of drugs and other illegal substances.

Immunizations

New Hampshire state law requires our school nurse to maintain current records of immunizations. Two requirements for attendance of students at the middle school are:

- Incoming seventh graders must have received the second dose of MMR.
- Any children, 11 years of age or older, who have not had a tetanus-toxoid containing vaccine for the past five years will be required to have a one-time dose of a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine. If the child has a medication contraindication to pertussis vaccine, the child shall receive Tetanus, diphtheria toxoid (CD) vaccine: then a booster Td every ten years.

This information must be given to the school nurse before the beginning of school so that your child can start on the first day.

Lockers

Each student at the Merrimack Middle School will be assigned a locker, which he/she should keep clean and orderly. Students may use magnets to attach mirrors and

other personal items. Inappropriate posters and/or pictures will not be allowed. Students should not have access to any locker but their own. The team teachers reserve the right to restrict locker privileges if they are being abused.

Items of value such as money or expensive devices should NEVER be left in lockers. The school is not responsible for any lost or stolen items.

Lockers remain the property of the school. Therefore, the principal or his/her designee may open lockers and examine the contents, including personal belongings. This inspection will only occur when there is reasonable cause to believe that the contents of the lockers threaten the health, safety, or welfare of the students.

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

Extra-Curricular Activities/Interscholastic Sports

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

Students are expected to be in good academic and behavioral standing before participating in an activity or attending a practice or a game.

Extra-Curricular Activities could include:

Art Club	Chess Club
School Play	Debate Teams
Destination Imagination	Intramurals
Ski Club	Student Council
Lego League	Quiz Bowl
Sewing Club	Volleyball
Rock Climbing	

Interscholastic Sports include:

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

School Dances

The MMS Student Council will sponsor school dances for seventh and eighth graders during the school year. These will be held from 7:00 p.m. to 9:00 p.m. Admission is by prepaid ticket. Only MMS students may attend, and they must arrive before 7:45 p.m.

Students are not allowed to leave the dance before 9:00 p.m. unless accompanied by a parent/guardian. School dances are chaperoned by MMS administration, faculty and staff. All school rules and school board policies are in effect at dances, including school dress code. Parents/guardians should arrive 15 minutes early to facilitate timely release and pick-up of students.

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

Publication of Student Information

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

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

School Insurance

The school does not assume financial responsibility for the expense of medical or dental treatment required by students as a result of accidents while at school, school-sponsored events, or going to or from school. Therefore, a voluntary insurance plan is made available to parents who desire such protection. The adoption of this

plan of insurance was made by the Merrimack School Board as a public service.

Medical insurance forms can be downloaded from the district web site. This medical insurance application must be returned directly to the insurer within the designated enrollment period. Dental insurance applications should also be sent directly to the company.

Parent Teacher Group (PTG)

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

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

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

Visitors To The School

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

Teacher Qualifications

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

State Laws / School District Policies

NON-DISCRIMINATION

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

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

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

PROCEDURAL SAFEGUARDS

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

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

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

Grievance Procedure:

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

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

If the issue is not resolved after the informal resolution process, the complainant may: (a) request that the board places this matter on its agenda; or (b) notify the superintendent of the complaint. The superintendent will notify the board if he/she receives such a complaint.

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

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

Procedural Safeguards:

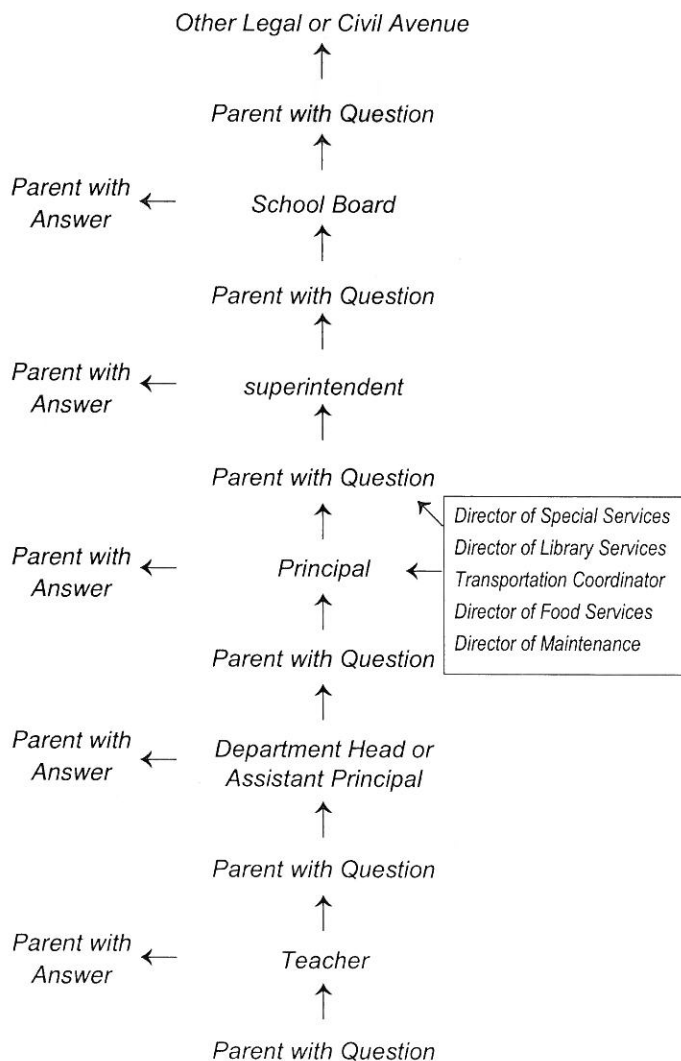
As required by 34 Code of Federal Regulations Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

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

APPEAL PROCEDURES FOR PARENTS
Administrative Procedure 1007; Complaints, Petitions

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

This process is illustrated in the diagram below:



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

Student Records

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

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

Directory Information

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

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

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

SCHOOL CANCELLATION

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

DELAYED SCHOOL OPENING POLICY

The two hour delayed school opening policy, if utilized during inclement weather, will be announced no later than 6:30 a.m. A delayed opening 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. There will be no morning kindergarten or morning preschool when there is a delayed opening. The time for the closing of school at the end of the day on which a delayed opening is called will remain the same.

TITLE IX — SEX EQUITY IN EDUCATION

The Merrimack School Board reaffirms its position that the strength of this nation and the welfare of humanity depend to a great extent on the conservation and intelligent development of human and natural services. In order that these principles be realized we, the Merrimack School Board, propose to work for the elimination of barriers that prevent full access to equal educational leadership by eliminating discrimination against any segment of our school community. More specifically, we reaffirm our commitment not to discriminate on the basis of sex in the programs and activities which we operate. Any complaints or alleged infractions of this policy, the law, or any applicable regulations will be processed through the "Grievance Procedure for Alleged Violations of Section 504, Title IX, and the Americans with Disabilities Act."

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

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

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

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

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

This information has been published to comply with the requirements of Section 84.7 and 84.8 of the Rehabilitation Act of 1973 and may be obtained from the office of Superintendent of Schools.

WELLNESS POLICY

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

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

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

Nutrition Guidelines and Education

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

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

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

Physical Education and Activity

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

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

Mental Wellness

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

Implementation and Evaluation

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

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

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

Legal Reference:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization

Act of 2004 NH Code of Administrative Rules, Section Ed. 303.01(G),

Substantive Duties of School Boards NH Code of Administrative Rules,

Section Ed. 303.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 303.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 303.41 Physical Education Program

1st Reading:
June 5, 2017

2nd Review:
June 19, 2017

Adoption:
July 17, 2017

PUPIL SAFETY and VIOLENCE PREVENTION — BULLYING

Statement of Purpose, Intent and Scope

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

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

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

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

Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a. Physically harms a pupil or damages the pupil's property;
 - b. Causes emotional distress to a pupil;
 - c. Interferes with a pupil's educational opportunities;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.
2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is

undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to: telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.
5. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.
7. Parent. Any reference in this policy to "parent" shall include parents or legal guardians.

Bullying or Cyberbullying of a Pupil Prohibited

(RSA 193-F:4,II(a))

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

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

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

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

Retaliation or False Accusations Prohibited

(RSA 193-F:4,II(b))

False Reporting

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

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

Reprisal or Retaliation

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

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

Process To Protect Pupils From Retaliation

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

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

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

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

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

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

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

Distribution and Notice of This Policy

(RSA 193-F:4,II(e))

Staff and Volunteers

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

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

Students

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

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

Parents

All parents will be provided with a copy of this policy annually. The superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should:

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

Additional Notice and School District Programs

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

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

At each school, the principal or his/her designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

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

Staff Reporting

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

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

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

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

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

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

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

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

1. Upon receipt of a report of bullying, the principal shall, within five (5) school days, initiate an investigation into the alleged act. If the principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the principal may ask students and/or parents to provide the district with printed

copies of e-mails, text messages, website pages, or other similar electronic communications.

4. A maximum of ten (10) school days shall be the limit for the completion of the investigative procedural steps.
5. Factors the principal or other investigator may consider during the course of the investigation, including, but not limited to:
 - Description of incident, including the nature of the behavior;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The identity and number of individuals who participated in bullying behavior;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The principal shall complete the investigation within 10 school days of receiving the initial report. If the principal needs more than ten (10) school days to complete the investigation, the superintendent may grant an extension of up to seven (7) school days. In the event such extension is granted, the principal shall notify in writing all parents involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension or expulsion. Students facing discipline will be afforded all due process required by law.

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

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

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial

measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

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

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

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

In support of this policy, the board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The board encourages the superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

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

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

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

1. Within two school days of completing an investigation, the principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the district will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

Appeal

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

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

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

Capture of Audio Recordings on School Buses

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

Use of Video or Audio Recordings in Student Discipline Matters

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

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

STUDENT TRANSPORTATION POLICY

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

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

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

ROLE DESCRIPTIONS and APPEAL GUIDELINES

Students

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

Parents

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

Bus Driver

Each bus driver is responsible for maintaining discipline on the bus. Bus drivers shall maintain the same type of order on buses as teachers maintain in the classroom consistent with school district policy. The bus driver's

report of an infraction is considered to have the same weight as a classroom infraction reported by a teacher. All bus infractions shall be reported to the School District Transportation Coordinator.

Transportation Coordinator

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

Building Principal and/or his/her Designee

The building principal and/or his/her designee shall issue in-school consequences for bus behavior infractions after consultation with the transportation coordinator in accordance with the Transportation Discipline Code.

Assistant Superintendent/Business Administrator

The assistant superintendent/business administrator, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the bus driver, transportation coordinator, and building principal as the first level in the local appeal process.

Superintendent of Schools

The superintendent, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the bus driver, transportation coordinator, building principal and the assistant superintendent/business administrator as the second level in the local appeal process.

School Board

The school board, upon request from the parent/guardian of the student in receipt of a disciplinary consequence, shall review the actions taken by the bus driver, transportation coordinator, building principal, assistant superintendent/business administrator, and the superintendent as the third and final level in the local appeal process provided that the superintendent received such appeal in writing within ten (10) days after the issuance of the decision being appealed per RSA 193:13-c.

Pupils Entitled to and Privileged to Transportation Services

1. It shall be the general policy of the school board that no child should be required to walk more than one mile to an assigned school or an established school bus pickup point.
2. The board may make exceptions to the general policies in cases involving pupils found by the board to be suffering from physical disabilities or in other cases where the board deems there is sufficient justification to make an exception.

3. In the case where a student is of necessity tuitioned out of the school district by the school board, it shall be the policy of the board to pay a sum not to exceed the State Average cost for tuition as transportation allowance.
4. School buses are owned and operated by a private contractor, who is responsible for enforcing the law and these regulations as they pertain to the bus drivers. All buses shall be operated in strict compliance with the law in regard to equipment, speed and safety factors. Each driver is expected to be familiar with the law relating to the operation of school buses.

Policy for Students Riding the Bus

1. Pupils are expected to conduct themselves properly while riding the bus. Pupils who violate accepted standards for proper conduct will be reported to the transportation coordinator or his/her designee for appropriate disciplinary action. Any violation may subject the pupil to suspension from riding the bus or other consequences (see Transportation Discipline Code). In the event of inappropriate conduct on the part of a student, the following procedures will apply:
 - a. The student will be given oral or written notification of the charges as soon as possible.
 - b. The student will be given a conference with an opportunity to give his/her side of the story to the transportation coordinator/building principal or his/her designee.
 - c. The transportation coordinator/building principal or his/her designee will decide if the infraction warrants suspension of the privilege to ride the bus or other consequences.
 - d. In the event a suspension of privilege is necessary, the student and parent will be notified either in writing or by telephone as soon as possible.
 - e. If a parent of a student desires a conference, the parent may call the transportation coordinator and time shall be arranged in accordance with RSA 189:9-a.
 - f. In the event of a suspension of privileges, and a conference with the transportation coordinator/building principal or his/her designee has been held, parents may appeal the decision in accordance with the appeal guidelines.
2. Pupils shall be expected to board their assigned school bus route at the authorized and designated stop which serves their residence. It is expressly understood that any efforts undertaken by a

parent/guardian allowing their child(ren) to board their assigned bus at another stop along the same that of others assigned to any alternate stop along the same bus route, and that neither the Merrimack School District nor the transportation company can be responsible for any resultant consequences thereof.

In cases of hardship, the transportation coordinator will review, evaluate, and decide upon requested bus route changes on an individual basis. An alternate bus route will be recommended only if space is available. If the transportation coordinator does not approve a parental request to modify a bus stop or route, the decision may be appealed in writing to the School Transportation Committee. Members of the School Transportation Committee include a school board member, the transportation coordinator, and the business administrator.

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

TRANSPORTATION DISCIPLINE CODE

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

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

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

STUDENT USE OF INFORMATION TECHNOLOGY

INTRODUCTION

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

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

DEFINITIONS

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

GUIDELINES FOR RESPONSIBLE USE OF DISTRICT INFORMATION TECHNOLOGY

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

Students demonstrating responsible use of technology will:

1. Comply with all applicable laws and regulations, such as copyright laws and “fair-use” guidelines.
2. As available, use district-provided communication systems (eg; SchoolWorld, school e-mail) when communicating with staff and faculty regarding school work, activities or events, and limit such use to school-related matters.

3. Recognize that District Information Technology is intended to support the education mission of the
 - a. Staff reserve the right to adjust and assign technology resources accordingly.
 - b. School-provided accounts may be used for instruction, registration on third party sites licensed or selected by district educators, and communication regarding district-related activities.
4. Conduct all school-related communication in a respectful, appropriate and responsible manner at all times. This extends to all communication, whether electronic or in print, and all representation of the school, regardless of venue or occasion.
5. Protect privacy of fellow students in all communications.
6. Request technical assistance and report misuse, abuse, or problems with District Information Technology, or related district equipment, to the appropriate technology staff immediately upon discovery.
7. Help maintain the integrity of district technology by not engaging in the following activities, or those of a similar nature, and by reporting any knowledge of such activity by others to a teacher, administrator or other responsible adult:
 - a. Using or attempting to use others' credentials, identities, passwords or logins.
 - b. Hacking.
 - c. Adding unauthorized software to district systems.
 - d. Disabling or attempting to disable the district's filtering/blocking technology.
 - e. Intentionally or maliciously damaging district computers or technology devices or causing disruption or interruption to district network internet systems.
 - f. Using or misusing district resources, especially band- width, when directed not to.

Cautions to Users of District Information Technology

1. District Information Technology is the property of the district and remains under the control, custody and supervision of the district. Information contained on or transmitted through the district server or network is not private and the district reserves the right to monitor and inspect all student use of District Information Technology, even if conducted after school hours and off of school premises.
2. Any electronic communication pertaining to school-related matters is subject to this policy and may be considered a public record, regardless of the device or network used. Student use of personal district's network, students consent to a search of

the device as a term and condition of using the network.

3. Use of personal computers and other technology devices are subject to the Student Use of Information Technology Policy, the District Policy on Pupil Safety and Violence Prevention – Bullying, and school-level behavior expectations and discipline codes. Violation of these policies and expectations MAY result in inspection of such devices.
4. The Merrimack School District is not responsible for any loss of data due to circumstances beyond its control or from users' errors or omissions. The district is not responsible for loss, damage or theft of personally owned electronic devices
5. The use of District Information Technology is a right that comes with responsibility. Inappropriate use may result in the curtailment of that right. district administrators or their designees shall make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time.
6. Any student who fails to comply with the Guidelines for Responsible Use or violates the Code of Conduct set forth in this policy will be subject to disciplinary action in accordance to the District policy on Student Conduct, Discipline and Due Process - Safe School Zone and individual school discipline procedures, and depending on the nature of the violation, may also be referred to law enforcement.

Student Use of Social Media

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

- Use social media for school-related purposes in a manner consistent with the expectations set forth in this policy
- Use appropriate online behavior, including proper interactions with others on social networking web sites
- Strive to protect the privacy of fellow students
- Understand that what is posted online can be captured and stored
- Not post material that could be considered malicious, obscene, threatening, harassing or disparaging towards fellow students, district staff and volunteers, or parents.
- In addition to adhering to this policy, students are also required to follow the District Policy on Pupil Safety and Violence Prevention — Bullying. Students

must recognize that any online incident, whether or not it occurs outside of school, that impacts the ability of the district to provide a “safe, secure and peaceful environment” for all students will be addressed according to school, district, and/or legal disciplinary procedures.

- Remember that personal postings shared on the Internet, through text or other digital communication may be forwarded, shared, or published without the owner’s knowledge, and could become viewable by unintended audiences such as students, educators, parents, employers, and college recruiters. Therefore, it is important to portray a respectable image at all times.

Code of Conduct/Prohibited Activities

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

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

Legal References:

RSA 194:3-d, School District Computer Networks
RSA 91Section 91-A:4 Minutes and Records Available for Public Inspection.
Pub. L. No. 106-554, Children’s Internet Protection Act
Federal Educational Record Protection Act
Adopted December1, 2014

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

Purpose

The purpose of Merrimack School District websites is to provide parents, students, and community members with efficient access to information relevant to the Merrimack School District. This purpose is undertaken with full

attention to compliance with the Children’s Online Privacy Protection Act of 1998 and the Family Educational Rights and Privacy Act.

Definitions

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

Criteria

1. Only material which is determined by the superintendent or his/her designee to be consistent with the purpose stated above shall be made available on a Merrimack School District website or on any staff-created website.
2. All Merrimack School District websites or staff-created websites must contain an 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 because, according to Copyright Law, all work is protected by copyright as soon as it is generated.
5. Photographs of students or staff members participating in activities, sports or other school-related events may be posted on a Merrimack School District website or a staff-created website. Such postings shall identify only the activity or event depicted and where appropriate,

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.

MERRIMACK SCHOOL DISTRICT CO-CURRICULAR EXPECTATIONS

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

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

The following co-curricular expectations are designed to:

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

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

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

ACADEMIC and BEHAVIORAL EXPECTATIONS

Academic Performance

A student must pass four (4) units of work and maintain a C minus average, 1.67 or better, for the quarter prior to participation, except for the last quarter of eighth grade. Incoming ninth graders will be given a fresh start and may try out for sports even when their academic average fell below guidelines during the last quarter of eighth grade. A student may petition for an academic appeal. (NHIAA criteria must be met for interscholastic sports.) Eligibility status is determined on the day that official report cards

are distributed to students. An incomplete is not considered a passing grade for purposes of eligibility.

Behavioral Expectations

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

- Illegal use or possession of tobacco in any form
- Illegal use or possession of alcoholic beverages
- Illegal use or possession of drugs and/or mood-altering substances
- Gambling on any Merrimack School 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 (NHIAA policy criteria)
- Hazing and team activity initiations involving hazing (according to New Hampshire RSA 631:7)
- Any other behaviors not listed that the administration deems to be inappropriate

Students who participate in any Merrimack School 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

Second Violation (within the same school year)

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

Third Violation (within the same school year)

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

Appeals Process

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

SCHOOL ATTENDANCE EXPECTATIONS

School Attendance

Students who participate in Merrimack School District co-curricular activities are expected to attend school on the day of the meeting, practice, contest or performance. Any student who does not attend school by the beginning of his/her first scheduled class for reasons of sickness or truancy will not be eligible to participate in any scheduled

meeting, practice, contest or performance on that date. First class absences are waived if parental written excuse is presented upon return. If the violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following disclosure. Repeated violations would be considered gross misconduct. Administration may grant exceptions to this for extenuating circumstances.

School Suspension

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

Athletic Codes

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

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

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

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

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

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

MERRIMACK SCHOOL DISTRICT

CO-CURRICULAR EXPECTATIONS

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

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

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

Student Name (please print): _____

Date: _____ Student Signature: _____

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

Date: _____ Parent/Guardian: _____

Date: _____ Coach/Advisor: _____

Merrimack Middle School
Important Dates (Tentative) 2019 / 2020

08/26	PTG Meeting	6:30 PM / Library
08/26	Boys Soccer Tryouts	1:30 - 3:00 PM
	Volleyball Tryouts	2:30 - 4:00 PM / Gym
	Field Hockey Tryouts	3:00 - 4:30 PM
	Cross Country Practices begin	3:00 - 4:30 PM
	Girls Soccer Tryouts	4:30 - 6:00 PM
09/11	7th Grade Parent Information Night	6:30 - 7:45 PM
09/17	8th Grade Parent Information Night	6:30 - 7:45 PM
09/17	School Pictures	
09/26	8th Grade Culminating Educational Activity Meeting	6:30 PM / Gym
09/27	MMS Band @ MHS Football Game	MHS (Arrival at 4:00 PM)
10/04	Mid-Quarter	
10/07	PTG Meeting	6:30 PM / Library
10/15 & 10/24	7th Grade Parent/Teacher Conferences	2:30 - 6:00 PM
10/17 & 10/22	8th Grade Parent/Teacher Conferences	2:30 - 6:00 PM
10/25	Fall Dance	7:00 - 9:00 PM / Cafeteria
10/28	Spirit Team Tryouts	MMS / Gym
10/29	Picture Retake Day	
10/29	Fall Sports Recognition Evening	6:30 PM / Cafeteria
11/04	PTG Meeting	6:30 PM / Library
11/04	Basketball Tryouts	MMS / Gym
11/18	Wrestling Starts	6:30 - 8:00 PM / Cafeteria
11/22 - 23	Annual Fall Play	MMS / Cafeteria
12/02	PTG Meeting	6:30 PM / Library
12/13	Mid-Quarter	
12/17	Winter Concert (snow date 12/19)	6:30 PM / Gym (Arrival at 5:45 PM)
01/06	PTG Meeting	6:30 PM / Library
02/TBD	MHS Informational Evening	MHS (Details TBA)
02/TBD	NAEP Testing Window	
02/03	PTG Meeting	6:30 PM / Library
02/06	Winter Sports Recognition Evening	6:30 PM / Cafeteria

02/08Solo/Ensemble FestivalDetails TBA (Select members only)
 02/21Mid-Quarter
 03/09PTG Meeting6:30 PM / Library
 03/10 & 3/197th Grade Parent/Teacher Conferences2:30 - 6:00 PM
 03/12 & 3/178th Grade Parent/Teacher Conferences2:30 - 6:00 PM
 03/14NHMEA Large Group FestivalGoffstown High School (Details TBA)
 03/20Spring Dance7:00 - 9:00 PM / Cafeteria
 03/23Baseball/Softball TryoutsMMS
 03/23Track & Field StartsMMS
 03/24Cavalcade of Bands (snow date 03/26)6:30 PM / MHS (Arrival at 5:45 PM)
 03/27NHBDA Middle Level Honor Band FestivalDetails TBA (Select members only)
 03/31Celebration of Song (snow date 04/01)MHS (Chorus only)
 04/TBDNHSAS Testing Window
 04/02 - 04Annual School Musical
 04/06PTG Meeting6:30 PM / Library
 05/076th Grade Information Night6:30 PM / Cafeteria
 05/08Mid-quarter
 05/11PTG Meeting6:30 PM / Library
 05/16Middle School District FestivalDetails TBA (Select members only)
 05/198th Grade Culminating Educational Activity Meeting6:30 PM / Gym
 05/26Spring Concert6:30 PM / Gym (Arrival at 5:45 PM)
 05/27Music Awards Night6:30 PM / Cafeteria
 06/01PTG Meeting6:30 PM / Library
 6/2 - 6/58th Grade Culminating Educational Activity
 06/09Spring Sports Recognition Evening6:30 PM / Cafeteria
 06/158th Grade Awards Assembly (day before last day)8:00 AM / Gym
 06/16Last Day / All School Talent Show8:15 AM / Gym

(TBD) To Be Determined

— NOTES —

— NOTES —

MERRIMACK SCHOOL DISTRICT 2019 - 2020 SCHOOL CALENDAR

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

† School will be cancelled on the day in January or February set by the Secretary of State for the Presidential Primary.

SEPTEMBER (20 days)	<u>M T W TH F</u>
	☒ 3 4 5 6
	9 10 11 12 13
	16 17 18 19 20
	23 24 25 26 27
	30

FEBRUARY (14 days) † Feb. 11 Tentative Date	<u>M T W TH F</u>
	3 4 5 6 7
	10 ☒ 12 13 14
	17 18 19 20 21
	☒ ☒ ☒ ☒ ☒

OCTOBER (22 days)	<u>M T W TH F</u>
	1 2 3 4
	7 8 9 10 11
	☒ 15 16 17 18
	21 22 23 24 25
	28 29 30 31

MARCH (22 days)	<u>M T W TH F</u>
	2 3 4 5 6
	9 10 11 12 13
	(16) 17 18 19 20
	23 24 25 26 27
	30 31

NOVEMBER (17 days)	<u>M T W TH F</u>
	1 *
	4 5 6 7 8
	☒ 12 13 14 15
	18 19 20 21 22
	25 26 ☒ ☒ ☒

APRIL (18 days)	<u>M T W TH F</u>
	1 2 3 *
	3 7 8 9 10
	13 14 15 16 17
	20 21 22 23 24
	☒ ☒ ☒ ☒

DECEMBER (15 days)	<u>M T W TH F</u>
	2 3 4 5 6
	9 10 11 12 13
	16 17 18 19 20
	☒ ☒ ☒ ☒ ☒
	☒ ☒

MAY (19 days)	<u>M T W TH F</u>
	☒
	4 5 6 7 8
	11 12 13 14 15
	18 19 20 21 22
	☒ 26 27 28 29

JANUARY (21 days)	<u>M T W TH F</u>
	☒ 2 3
	6 7 8 9 10
	13 14 15 16 17
	☒ 21 22 23 24 *
	27 28 29 30 31

JUNE (12 days)	<u>M T W TH F</u>
	1 2 3 4 5
	8 9 10 11 12
	15 16 ◆ ◆
	◆ ◆

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

August 26-30 - Teachers' Workshops September 2 - Labor Day September 3 - First Day of School October 14 - Columbus Day October/November - Parent Conferences November 11 - Veterans' Day (observed) November 27 - 29 - Thanksgiving Recess Dec. 23-Jan. 1 - Holiday Recess	January 20 - Martin Luther King, Jr. Day Feb. 24 - Feb. 28 - Winter Recess February/March - Parent Conferences April 27 - May 1 - Spring Recess March (16) - Graduation Date Discussed May 25 - Memorial Day June 16 - Tentative Last Day June 17 - 23 - ◆ Make-up Days
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