

# Merrimack School District



## *Parents' Guide to the James Masticola Elementary School*

**2016 - 2017**

**MERRIMACK SCHOOL DISTRICT  
2016 - 2017 SCHOOL CALENDAR**

		M	T	W	TH	F
AUGUST		TW	TW	TW		
(0)						

		M	T	W	TH	F
SEPTEMBER					TW	TW
(19)		30	6	7	8	9
		12	13	14	15	16
		19	20	21	22	23
		26	27	28	29	30

		M	T	W	TH	F
OCTOBER		3	4	5	6	7
(20)		30	11	12	13	14
		17	18	19	20	21
		24	25	26	27	28
		31				

		M	T	W	TH	F
NOVEMBER			1	2	3	4 *
(17)		7	30	9	10	30
		14	15	16	17	18
		21	22	30	30	30
		28	29	30		

		M	T	W	TH	F
DECEMBER					1	2
(17)		5	6	7	8	9
		12	13	14	15	16
		19	20	21	22	23
		30	30	30	30	30

		M	T	W	TH	F
JANUARY		2	3	4	5	6
(21)		9	10	11	12	13
		30	17	18	19	20 *
		23	24	25	26	27
		30	31			

		M	T	W	TH	F
FEBRUARY					1	2
(18)		6	7	8	9	10
		13	14	15	16	17
		20	21	22	23	24
		30	30			

		M	T	W	TH	F
MARCH				30	30	30
(20)		6	7	8	9	10
		13	14	15	16	17
		20	21	22	23	24
		27	28	29	30	31 *

		M	T	W	TH	F
APRIL		3	4	5	6	7
(15)		10	11	12	13	14
		17	18	19	20	21
		30	30	30	30	30

		M	T	W	TH	F
MAY		1	2	3	4	5
(22)		8	9	10	11	12
		15	16	17	18	19
		22	23	24	25	26
		30	30	31		

		M	T	W	TH	F
JUNE					1	2
(11)		5	6	7	8	9
		12	13	14	15	★
		★	★	★	★	★

**180 Days for Students**  
 30 School Closed

\* End of Quarter

**187 Days for Teachers**  
 TW - Teacher Workshop

— IMPORTANT DATES DURING THE SCHOOL YEAR —

August 29-Sept. 2 - Teachers' Workshops September 5 - Labor Day September 6 - First Day of School October 10 - Columbus Day October/November - Parent Conferences November 8 - Election Day November 11 - Veterans' Day November 23 - 25 - Thanksgiving Recess	December 26-30 - Holiday Recess January 16 - Martin Luther King, Jr. Day Feb. 27 - March 3 - Winter Recess February/March - Parent Conferences April 24 - 28 - Spring Recess May 29 - Memorial Day June 15 - Last Day June 16 - 23 - ★ Make-up Days
---	--

September 6, 2016

Dear Parents/Guardians:

Welcome to the Merrimack School District. 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 elementary schools and the policies and procedures that are pertinent to the students' well-being.

If you have suggestions about how this resource might be improved to be more applicable to your needs, please contact the building principal.

Sincerely,  
  
Marjorie Chiafery  
Superintendent of Schools

---

**MERRIMACK SCHOOL BOARD**

Shannon Barnes, Chair .....	424-5516
Andy Schneider, Vice Chair .....	424-5387
Cinda Guagliumi .....	440-5693
Naomi Schonfeld, Ph.D. ....	921-7777
Michael Thompson .....	424-4282
TBA .....	Student Representative



ADMINISTRATIVE PERSONNEL

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

ELEMENTARY SCHOOL PRINCIPALS

Mastricola Elementary School

Emilie D. Carter	Principal	424-6218
Michelle Romen	Assistant Principal	

Reeds Ferry Elementary School

Kimberly Yarlott	Principal	424-6215
W. Nichols Coler Jr.	Assistant Principal	

Thorntons Ferry Elementary School

Bridey Bellemare	Principal	889-1577
Julie DeLuca	Assistant Principal	

SUPPORT SERVICES

Student Transportation of America	Bus Contractor	424-7880
The Provider (Special Services)	Bus Contractor	895-9664
Richard Desmond	Transportation Coordinator	424-6210
David Dziki	Food Services Director	424-6226

CHILDHOOD DISEASES

Note: Not all communicable diseases are listed. If your child is diagnosed with a disease that is not noted, please call the health office for school admission criteria. Please notify the school nurse when your child is diagnosed with any communicable disease.

Disease	Incubation Period	School Re-admission Criteria
Chicken Pox (Varicella) & Shingles	11-20 weeks (usually 14-16 days). Contagious from 2 days before the rash appears to no more than 6 days after the appearance of the first crop of vesicles	Exclude for 1 week after the rash appears or until all vesicles have dried. Individuals with <u>Shingles</u> should be excluded if open blisters cannot be covered.
Conjunctivitis (Pink Eye)	Bacterial: 24-72 hours Viral: 12 hours - 12 days	Children with purulent conjunctivitis should be excluded until examined by a physician and approved for readmission.
Fifth Disease	4-20 days	Exclude for fever. Immunosuppressed students, those with chronic blood disorders (i.e. sickle cell anemia), and/or pregnant contacts should contact their medical provider for advice.
Giardiasis	5-25 days or longer (usually 7-10 days)	Exclude affected students and staff while they are having diarrhea.
German Measles (Rubella)	14-21 days (average 16-18 days)	Exclude for 7 days after rash onset.
Hepatitis A	15-50 days (average 28-30 days)	Exclude for 1 week after jaundice appears.
Hepatitis B (Serum Hepatitis)	45-180 days (average 60-90 days)	Hepatitis-B carrier children with risk factors (i.e. biting, frequent scratching, generalized dermatitis) should be assessed for exclusion on an individual basis.
Measles (Rubeola)	7-18 days (commonly 10 days)	Exclude for 4 days after appearance of rash.
Mumps	12-26 days	Exclude for 9 days from onset of (infectious Parotitis) swelling; less if swelling has completely subsided.
Pertussis (Whooping Cough)	7-14 days (no more than 21 days)	Confirmed or probable cases are excluded for 5 days after the start of an appropriate antibiotic. Untreated probable or confirmed cases are excluded from school for 3 weeks after the onset of paroxysmal cough.
Strep Throat & Scarlet Fever	2-5 days (average 1-3 days)	Exclude until 24 hours after antibiotic treatment has been started and until there is no fever present.

**MERRIMACK SCHOOL DISTRICT**

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

MARJORIE C. CHIAFERY  
Superintendent of Schools  
DR. MARK E. MCLAUGHLIN  
Assistant Superintendent for Curriculum  
MATTHEW D. SHEVENELL  
Assistant Superintendent for Business  
LINDA M. HASTINGS  
Director of Human Resources

**TABLE OF CONTENTS**

Page

**Elementary Education in Merrimack** ..... 1

**Educational Services**

    Department of Special Services ..... 1

    Speech and Language Therapy ..... 1

    Guidance Services ..... 1

    Language Arts Coordinator ..... 1

    Title 1 Program ..... 1

    Library Services ..... 1

    Unified Arts ..... 2

**Reporting Student Progress**

    Parent-Teacher Conferences ..... 2

    Report Cards ..... 2

**Homework Policy** ..... 2

    Parent Expectations ..... 2

**Attendance / Truancy**

    MSD Attendance Policy ..... 2

**Dismissal**

    Early Dismissal ..... 4

    Transfers ..... 4

**Supervision of Students** ..... 4

**Health Services** ..... 4

    Childhood Diseases Chart can be found on page 23

**General Information**

    School Insurance ..... 5

    Delayed Opening ..... 5

    Emergency School Closing Procedures ..... 5

    Lost and Found ..... 5

    Lunch Program ..... 5

    Celebration Guidelines ..... 5

    Parent Groups ..... 5

    School Day ..... 5

    Telephone ..... 6

    Assessments ..... 6

September 6, 2016

Dear Parents:

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

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

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

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

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

Sincerely,

Marjorie C. Chiafery  
Superintendent of Schools

Tutoring .....	6
Visitors to the School .....	6
Moment of Silence .....	6
Letters/ Notices Brought to School by Students .....	6
Publication of Student Information .....	6
Student Dress .....	6
Play Items/ Cell Phones Brought to School .....	6
Homeless Situations .....	7
<b>Elementary Discipline Code .....</b>	<b>7</b>
<b>Statement of Common Purpose in Partnership .....</b>	<b>8</b>
<b>Merrimack School District Policies and Procedures</b>	
Notice of Non-Discrimination .....	9
Procedural Safeguards	
Non-Discrimination on the Basis of Disability .....	9
Parent Appeal Procedure .....	10
Annual Notification Of Rights Concerning Student Records And Directory School .....	10
School Cancellation .....	11
Delayed Opening of School .....	11
Title IX — Sex Equity in Education .....	11
Grievance Procedure For Alleged Violation .....	11
Wellness Policy .....	12
Pupil Safety and Violence Prevention .....	12
Transportation Policy .....	16
Student Use of Information Technology .....	19
Criteria for Publication of School Related Material on the Internet .....	21
Highly Qualified Teachers .....	21
Asbestos Notification .....	22
<b>Childhood Diseases Chart .....</b>	<b>23</b>
<b>School Calendar .....</b>	<b>Back Cover</b>

their original work because, according to Copyright Law, all work is protected by copyright as soon as it is generated.

- Photographs of students or staff members participating in activities, sports or other school-related events may be posted on a Merrimack School District website or a staff-created website. Such postings shall identify only the activity or event depicted and where appropriate, the grade level and/or teacher. No other identifying information about the students depicted in the photographs may be included without explicit written consent. Names shall not be included in the image file name on the server.
- Any posting of work, photographs, or recognitions will be removed upon request of the parent/ guardian or the individual involved.

## HIGHLY QUALIFIED TEACHERS

The Merrimack School District adheres to New Hampshire’s Highly Qualified Teacher Requirements under the “No Child Left Behind Act” (NCLB) 2001. 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.

***School District policies can be found in two places. Online, they can be found at:  
[www.merrimack.k12.nh.us/documents.cfm](http://www.merrimack.k12.nh.us/documents.cfm)  
(then click on the District Folder and then click on the Policies folder).  
Hard copy versions of School District policies are held at the SAU Office,  
36 McElwain Street, Merrimack, NH 03054.***

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
- Σ Use appropriate online behavior, including proper interactions with others on social networking web sites
- Σ 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

ELEMENTARY EDUCATION IN MERRIMACK

It is the goal of each elementary school to teach for student mastery the knowledge and skills required for success in our society; to foster within each student a positive feeling of his/her worth as an individual; and to develop (so far as possible) the unique talents which each person possesses.

The recognition of individual differences is an essential element in providing quality teaching and learning situations. Each child is unique; therefore, the educational program is designed so that each child progresses through a series of planned educational experiences at his/her own rate of learning. These experiences are planned to result in an individual who is proficient in basic skills, aware of his/her own potential, and proud to make positive contributions to the community and society.

Because the school is only one institution existing to assist students in becoming responsible and knowledgeable adults, the school staff and administration depend on the home and community to provide a supportive environment for each child’s development.

Our goals for each child upon completing the elementary program are:

- ... to establish favorable work and play relationships among peers and among adults with whom s/he lives.
- ... to accept limits for actions and have a willingness to act on suggestions.
- ... to learn to complete tasks undertaken and develop study habits.
- ... to show poise, self-control, and self-direction suited to his/her age.
- ... to evaluate his/her own progress and see growth.
- ... to broaden his/her interests and begin to develop his/her unique abilities.
- ... to develop aesthetic appreciations.
- ... to put ideas into legible writing, using simple forms and pleasing language.
- ... to spell commonly used words correctly and know how to use references for others.
- ... to express ideas clearly and distinctly.
- ... to begin to understand the world and its people.
- ... to possess basic skills in language and mathematics.
- ... to have beginning concepts of size and distance.
- ... to use a variety of sources of information.
- ... to apply fundamental facts to problem solving situations s/he meets in daily life.
- ... to show self-respect and concern for others.
- ... to use technology responsibly and as a tool to support 21st century learning.

EDUCATIONAL SERVICES

Department of Special Services

The Department of Special Services provides diagnostic, remedial, and consultative services for students who are identified with a disability. Identification processes and programming are determined by a placement team in consultation with parents.

Speech and Language Therapy

The Speech and Language Therapy program is designed to provide a full range of services to the children enrolled in the Merrimack School District.

Program goals are developed which are appropriate to the needs of each individual child and treatment procedures are consistent with these goals.

Guidance Services

The school counselors and/or behavior specialist in each elementary school assist each student to benefit from the school experience through attention to his/her personal, social, emotional, and academic needs. The counselors work closely with other staff members and parents. The counselors coordinate standardized testing programs and provide individual and small group counseling and classroom guidance programs.

Language Arts Coordinator

The Language Arts Coordinator is responsible for the proper placement and programming of each child in the language arts program of the elementary school. Responsibilities include selection of reading programs, coordination of the diagnostic placement testing for new students, administration and analysis of data on reading assessments, consultation with teachers in Professional Learning Teams and the placement team, and the development of a reading curriculum and evaluation procedure. The above are accomplished in cooperation with the staff and administration.

Title 1 Program

Title 1 is a federally funded program designed for participating children to improve their knowledge and skills necessary to meet the State’s challenging proficiency standards. Title 1 Tutors provide children with supplemental, small-group instructio in reading and mathematics. Students are selected for the program based on assessment data and teacher recommendation.

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 users of information tools and technology.

This school’s library is open to students from 8:30 a.m. to 2:45 p.m. daily. Students are encouraged to use the library as often as they wish and may come any time during the school day their teacher(s) deem appropriate.

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 give all other pertinent information. If, after several notices have been sent, the material still has not been returned, a letter will be sent home requesting that the family help locate the material. New Hampshire RSA 201-D:11 states that all library user records are confidential. In compliance with this law, libraries are not permitted to state the title of the item in a letter addressed to someone other than the borrower. However, if there is confusion, the parent or guardian can call the school librarian.

In the event that students do not exercise good judgment, library personnel are authorized to deny students access to the library for such things as vandalism and inappropriate or disruptive behavior. The staff also may suspend students’ borrowing privileges if they abuse materials or repeatedly fail to return overdue items. Report cards may be held pending payment for any items that have been lost, damaged, or not returned.

Unified Arts

Each elementary school has full-time specialists in the areas of Art, Music, Physical Education and Computer, who meet with children in scheduled classes. The objective of these programs is to develop the aesthetic, perceptive, and creative potential of each child.

**REPORTING STUDENT PROGRESS**

Parent-Teacher Conferences

There are specified dates set aside for parent-teacher conferences. You will be notified of the dates, and your participation is encouraged. Teachers are also available for parent-teacher conferences by a phone call to the school office or through a note to the teacher. We encourage parents to contact the teacher if they have any concerns or questions.

Report Cards

Reports of student progress are sent home four times a year. These reports cover 9-10 weeks. The reports indicate academic achievement and include teacher evaluations of work habits which influence such achievement.

**HOMEWORK POLICY**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students; and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student’s educational development. Homework should be an application or adaption of a classroom experience, and should not be assigned for disciplinary purposes.

A teacher shall carefully explain to his/her students how homework assignments relate to the grading system.

Parent Expectations

It is the responsibility of the parent to:

- a. Expect the student to spend appropriate time and effort each night on homework and study, according to the grade or course level.
- b. Help to establish a regular routine for learning at home.
- c. Assist students to develop good study habits by providing a comfortable, well-lighted area away from distractions.
- d. Encourage students to set a regular time for study. Ask that time be used for reading or reviewing notes when no specific homework assignments have been given.
- e. Monitor and evaluate outside activities (e.g. employment, extra-curriculars, and television) to be sure that the student has sufficient study time.
- f. Recognize that homework is assigned. Monitor homework completion. Review home/school communication regarding daily assignments and sign off when requested to do so.

**ATTENDANCE / TRUANCY**

**Merrimack School District 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

**STUDENT USE OF INFORMATION TECHNOLOGY**

INTRODUCTION

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

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

DEFINITIONS

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

**GUIDELINES FOR RESPONSIBLE USE OF DISTRICT INFORMATION TECHNOLOGY**

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

**Students demonstrating Responsible Use of Technology will:**

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

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

**CAUTIONS TO USERS OF DISTRICT INFORMATION TECHNOLOGY**

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



2. Pupils shall be expected to board their assigned school bus route at the authorized and designated stop which serves their residence. It is expressly understood that any efforts undertaken by a parent/guardian allowing their child(ren) to board their assigned bus at another stop along the same route is done wholly at their own risk with respect to the safety interests of themselves, their child(ren), and that of others assigned to any alternate stop along the same bus route, and that neither the Merrimack School District nor the Transportation Company can be responsible for any resultant consequences thereof.
- In cases of hardship, the Transportation Coordinator will review, evaluate, and decide upon requested bus route changes on an individual basis. An alternate bus route will be recommended only if space is available. If the Transportation Coordinator does not approve a parental request to modify a bus stop or route, the decision may be appealed in writing to the School Transportation Committee. Members of the School Transportation Committee include a School Board member, the Transportation Coordinator, and the Business Administrator.
3. Pupils must be on time at the designated bus stops to meet the school bus. School buses operate on a schedule and will not wait for pupils at bus stops.
4. Unnecessary talking with the school bus operator is prohibited.
5. Ordinary conversation between pupils is permitted, but loud, vulgar and improper language/actions will not be tolerated.
6. Smoking is not permitted on the school buses.
7. Waste paper or other articles shall not be thrown on the floor or out the window.
8. Pupils are not permitted to get on or off the bus while it is in motion.
9. Pupils shall not place any body part or object out of windows.
10. Pupils shall go to the rear of the bus when getting on unless assigned to a seat near the front of the bus by the school bus driver.
11. The emergency exits shall be used only in cases of emergency.
12. All pupils shall be seated while the bus is in motion.
13. Pupils shall not write on or damage the bus. Pupils damaging the buses shall pay for the damage.
14. Fighting on the school bus will not be tolerated.
15. The school principal and/or his/her designee or bus driver may assign seats to pupils riding school buses.
16. Any pupil denied bus transportation home from school on a given day will be transported at the direction of the principal and/or his/her designee.
17. The parent/guardian of a student that has been a victim of undesirable bus behavior by another student shall be notified by the school district administration based on the magnitude of the incident.

TRANSPORTATION DISCIPLINE CODE

Referrals to the transportation coordinator or 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 5 days loss of bus privileges, parental contact, verbal warning.	Up to 10 days loss of bus privileges, parental contact, after-school detention, and suspension from school up to 5 days.
Vandalism or theft	Up to 5 days loss of bus privileges, after-school detention, parental contact, complete restitution, legal action when appropriate, or suspension.	Up to 10 days loss of bus privileges, parental contact, suspension from school up to 10 days, complete restitution, and legal action when appropriate.
Argumentative, disrespectful, disobedience, or profane/vulgar language or actions	Up to 10 days loss of bus privileges, parental contact, verbal warning, after school detention, or suspension.	Up to 20 days loss of bus privileges, parental contact, after-school detention, and suspension from school up to 5 days, or suspension.
Unsafe physical actions or hazardous behavior (e.g., throwing objects, pushing, tripping or rough play)	Up to 5 days loss of bus privileges, parental contact, verbal warning, after school detention.	Up to 10 days loss of bus privileges, parental contact, after-school detention, and suspension from school up to 5 days.
Fighting	Up to 10 days loss of bus privileges, parental contact, after school detention, suspension from school up to 5 days, legal action when appropriate, and notification to superintendent.	Up to 20 days loss of bus privileges, parental contact, in-school/out-of-school suspension from school up to 10 days, legal action when appropriate, and notification to superintendent.
EVENT	CONSEQUENCE	
Harassment, bullying, teasing, threatening or endangering others (physical or psychological)	Up to 20 days loss of bus privileges, parental contact, in-school/out-of-school-suspension up to 10 days, expulsion, legal action when appropriate, and notification to superintendent.	
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.		
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 20 days loss of bus privileges, parental contact, in-school/out-of-school suspension up to 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 923 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 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 20 days loss of bus privileges, parental contact, in-school/out-of-school suspension up to 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.

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. Bereavement
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 will make a determination and provide written notification of his/her decision to the parent in advance of the trip.

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

Truancy

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

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

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

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

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

Developing and Coordinating Strategies for Truancy Reduction

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

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

Intervention Process to Address Truancy

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

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

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

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



with the District’s policies and administrative guidelines on student discipline.

**Parent/Guardian Involvement in Truancy Intervention**

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

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

**Parent/Guardian Notification of Truancy Policy**

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

**DISMISSAL**

To assure student safety, parents are asked to call the school by 8:30 a.m. if students will be absent from school. Parents should also have children dismissed through the school office. No adults should go to classrooms to pick up their children.

A student will be considered tardy after 8:30 a.m. Parents are responsible for communicating to the school office the reason for the child’s tardiness.

It is important for us to work together and to make every effort to have children be here and on time to take advantage of each and every instructional moment of the school day.

**Early Dismissal**

Dismissal from school should be requested only when absolutely necessary and will only take place through the school office:

- ... upon written request of the parent or guardian or notification by school authorities. In case of emergency, a verbal request may be honored.
- ... when the destination and the person to whom the child is to be dismissed are known by the administration and approved by the parent or guardian.
- ... when suitable transportation to that destination is provided.

In situations where legal custody of a pupil is a serious matter, please be sure the school office has knowledge of this fact so that we may act accordingly.

**Transfer to Another School**

If you anticipate moving, please notify the school either through a phone call or a note.

**SUPERVISION OF STUDENTS**

Parents should understand that no teachers are available to supervise children in the morning before the arrival of the first bus at 8:00 a.m. No supervision is provided in the afternoon after the departure of the last bus.

*We request that parents not allow their children to be at school during these unsupervised times for their safety.*

**HEALTH SERVICES**

The goal of school health services is to advance the well-being, academic success, and safety of all students. School nurses attempt to ensure access to primary health care, provide a system for dealing with crisis medical situations, provide mandated screening and immunization monitoring, and provide a process for identification and resolution of students’ health care needs that affect educational achievement. Primary focus is on prevention and early intervention.

The school nurse provides acute, chronic, episodic, and emergency health care. The school nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students within the school. Health screening such as vision and hearing are conducted as necessary and as mandated by state and district policies; Individual Health Plans are formulated and implemented when needed. Immunizations and physical exams are reviewed. The school nurse monitors health and safety issues within the building, district, and community and acts as liaison between the physician, school, community, and home. Please inform the nurse of any special medical needs your child may have.

A *permanent emergency card* is on file for every child. These cards are used daily in the case of injury or illness. *Parents should notify the nurse of any change of telephone numbers of the people to be called in an emergency, including any change in work numbers.*

*No medication shall be dispensed or administered to any child except by the school nurse. If the nurse is not available, distribution of medication will be made available under the direction of the building principal or his/her designee. A physician’s written order and a written parent release form must be submitted for prescription medication (the prescription label is not a substitute for the written physician’s order).* Please do not send medicine to school with your child. All medication must be brought to school and picked up by the parent. All medication must be in the original, properly labeled container. Prescription medication should be in the most recent, updated bottle. Written parental release is also

*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, Building Principal and the Assistant Superintendent/Business Administrator as the second level in the local appeal process.

**Superintendent of Schools**

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

**School Board**

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

**Pupils Entitled to and Privileged to Transportation Services**

- 1. It shall be the general policy of the School Board that

no child should be required to walk more than one mile to an assigned school or an established school bus pickup point.

- 2. The Board may make exceptions to the general policies in cases involving pupils found by the Board to be suffering from physical disabilities or in other cases where the Board deems there is sufficient justification to make an exception.
- 3. In the case where a student is of necessity tuitioned out of the school district by the School Board, it shall be the policy of the Board to pay a sum not to exceed State Average cost for tuition as transportation allowance.
- 4. School buses are owned and operated by a private contractor, who is responsible for enforcing the law and these regulations as they pertain to the bus drivers. All buses shall be operated in strict compliance with the law in regard to equipment, speed and safety factors. Each driver is expected to be familiar with the law relating to the operation of school buses.

**Policy for Students Riding the Bus**

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

- 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.

**XIV. 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

required for over-the-counter medication to be administered to a student, including the dosage, time schedule and method of taking the medication.

**Communicable Disease/Injury/Surgery**

The nurse will check on any re-admissions to school. In the event of a suspected communicable disease, injury, or surgery, the nurse may request a report from the child’s physician for re-admission to school and/or activity limitations. Should there be an outbreak of a communicable disease for which a child has not been immunized due to medical or religious reasons, that child may be excluded according to the recommendations of the New Hampshire Division of Health and Human Services, Bureau of Disease Control.

It is the recommendation of district nurses to consider keeping your child home if he/she presents the following conditions:

- a fever (100 degrees or more) within the last 24 hours
- a persistent, chronic cough
- an unfamiliar rash
- has been vomiting or having diarrhea during the night or the morning of school.

A child will be sent home with the above conditions. It is the responsibility of the parents to provide transportation.

A child should not be sent to school if s/he cannot participate in all school activities, including recess and physical education. ***When a medical condition warrants a change in the normal school routine, the nurse will request a report from the treating physician.***

The Childhood Diseases chart (found on page 46) is a partial listing of communicable diseases for your information and reference. Please direct any question relative to these or other diseases to your school nurse.

**GENERAL INFORMATION**

**School Insurance**

The school does not assume financial responsibility for expense of medical or dental treatment required by students as a result of accidents while at school 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 your School Board as a public service. Each child is given an application form to take home in September. Forms are also available in the school office at any time during the school year. All medical and dental insurance applications should be sent directly to the company.

**Delayed Opening**

When it is necessary to delay the opening of school because of weather conditions, it will be announced over the radio and television stations noted under *Emergency School Closing Procedures*. Merrimack schools observes a 2

hour delay in the start of school. The District’s *Automated Calling System* may be used to inform parents of school closings.

**Emergency School Closing Procedures**

Parents will be notified by the District-Wide Communication System. Please make sure your phone numbers and email addresses are kept current. Additionally, all school closing will be announced over local television and radio stations.

It is the policy of the Merrimack School District to reserve the concept of a shortened school day for emergency situations. An emergency situation may be interpreted as loss of water pressure, heat, electricity, or inclement weather during the school day.

When the entire school is dismissed early by authority of the Superintendent and/or the School Board, all attempts will be made to notify parents through the media, Automated Calling System, and other available sources of public information. Parents who work, or are not at home, should make arrangements for the care of their child when school is dismissed early.

**Lost and Found**

A lost and found box is kept in each school. You may stop by the school to check for lost articles. Identification is facilitated when clothing and other personal belongings are clearly marked with the child's name. Unclaimed lost and found articles are donated to local charities periodically.

**Lunch Program**

A hot lunch program is available in each elementary school. Lunch prices change from year to year. School lunch prices are announced at the beginning of each school year. A daily snack is optional for purchase.

**Celebration Guidelines**

When planning celebrations:

- Focus on non-food ways to celebrate
- Provide healthy food options
- Limit the amount of food available
- Monitor portion sizes

School celebrations can be an opportunity to reinforce the nutrition knowledge learned in the classroom and be a time where students can practice and learn to make healthy choices. Celebrations are an occasion to consider food as a compliment to the event.

**Parent Groups**

Parent groups exist in each school. More volunteers are always needed. Please contact your school for more information.

**School Day**

Children in grades 1-4 enter school at 8:25 a.m. and are dismissed at 2:45 p.m. Children are considered late if they

arrive after 8:30 a.m. During the regular school day, children have a snack, lunch, and a recess.

**Kindergarten**

The A.M. Kindergarten program begins at 8:30 a.m. (bus service provided to school) and ends at 11:00 a.m. (parent pick-up). The P.M. Kindergarten program begins at 12:15 p.m. (parent drop-off) and ends at 2:45 p.m. (bus service provided home).

**Pre-school**

Please contact your child’s school for school hours.

**Telephone**

When you find it necessary to telephone your child at the school, the message will be relayed to him/her. This should be done only in an emergency situation. If possible, all instructions should be given to your child before s/he leaves home in the morning. Children are only allowed to use the telephone in an emergency situation.

Teachers may be reached one-half hour before school opens or after school is dismissed at 2:45 p.m. A message may be taken at any time for a teacher. Unless there is an emergency, the teacher will not be called to the phone during the school day.

**Student Assessments**

Throughout the year formative and standardized assessments will be administered to your child. These assessments assist us in planning and evaluating instruction and programs to meet the needs of the students. Every effort should be made to have your child attend school when assessments are being given.

**Tutoring**

Tutoring is available after 10 consecutive days of absence and should be requested through the Department of Special Services.

**Visitors to the School**

Any visitor (a person not acting at the time as an employee of the School District) must report to the school office upon entering a school building. Please use the main entrance. Visitor passes will be issued and must be worn while in the school building and on school grounds.

**Moment of Silence**

The Merrimack School Board has directed the Superintendent to establish regulations that make available a moment of silence consisting of approximately 15-20 seconds each school day as part of the opening exercises for each school.

**Letters/Notices Brought to School by Students**

If a student wants to give an invitation or notice to another student(s), it must be in an envelope with the receiving student’s name on the envelope, and given out before/after school or at recess, not during class time.

**Publication of Student Information**

During the school year, the Merrimack School District may authorize its staff and various organizations such as local news media and parent groups to photograph or videotape students engaged in activities relating to school programs. To that end, student names, work and/or photographs may be published on a school bulletin board, a Merrimack School District web site, an approved staff-created web site, Merrimack Educational Television, in a newsletter, or newspaper, or other educational publication designed to illustrate or describe an activity sponsored or promoted by the Merrimack schools.

Parents/guardians and students may refuse release of these materials related to specific students provided that a written request is submitted to the student’s current school office by the last school day in September of each school year. This interest does not extend to school functions that are open to the public over which the Merrimack School District cannot extend media control.

Policies pertaining to the publication of student information can be found on the Merrimack School District website at:

<http://www.merrimack.k12.nh.us>

**Religious Rights and Responsibilities**

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

**Student Dress**

Concerning appropriate clothing for elementary students, we request that students not come to school with short shorts, short gym shorts, halters, half-tops, tank tops, flip flops, and in general, clothing better suited for the beach or leisure wear. Additionally, we ask that students not wear clothing which advertises alcohol or tobacco, contains profanity, or promotes the use of illegal substances. Students are asked not to wear hats, sunglasses and head bandanas inside the school building. Should we have difficulty with respect to a child’s attire, we will call parents and ask them to bring in a change of clothing.

**Play Items/Cell Phones Brought to School**

We request that students not bring play items (e.g. electronic games, trading cards, CD players, i-pods/radios, stuffed animals/dolls and cell phones) to school. This also pertains to cameras unless authorized by a teacher for a field trip or class project. Cell phones will

writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

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

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

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

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

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

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

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

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

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience



annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

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

Students

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

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

Parents

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

- 1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more

comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

- 2. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
- 3. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
- 4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

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

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

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

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone,

only be allowed with permission from the administration. Permission must be requested in writing by parents. We make that request because these items often distract from the educational process. We would appreciate your cooperation in keeping these items at home.

Homeless Situations

- If your family lives in any of the following situations:
- In a shelter, motel, vehicle, or campground
  - On the street
  - In an abandoned building, trailer, or other inadequate accommodations, or
  - doubled up with friends or relatives because you cannot find or afford housing

Your preschool-aged and school-aged children have certain rights or protections under the McKinney- Vento Homeless Education Assistance Act. Please contact Merrimack Coordinator, Jodi Hanley at (603) 365-7111 or (603) 424-6200 for further information.

ELEMENTARY DISCIPLINE CODE

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 both teachers and administrators need discretionary power to invoke disciplinary actions and procedures, and to maintain a climate conducive to learning and the protection of life and property.

The purpose of the elementary discipline code is to provide clear and consistent guidelines for a safe learning 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 school rules. School personnel have a responsibility to confront students if they are acting inappropriately at any time during the school day. disciplinary action:

It is the teacher’s responsibility to maintain good discipline in the classroom, school building and on the playground. Misbehavior will result in corrective action by teachers or referral to the building principals. Referrals to administration for disciplinary action could result in but are not limited to the following:

- ... *vandalism*  
up to three days loss of recess, after-school detention, complete restitution, in-school/out-of-school suspension up to three/five days, legal action when

- appropriate
- ... *teasing/ taunting of others*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention, in-school/ out-of-school suspension up to three/five days
- ... *harassment/ bullying*  
parental contact, up to three/five days loss of recess, in-school/out-of-school suspension up to three/five days, legal action when appropriate, notification to superintendent
- ... *argumentative or disrespectful actions*  
verbal warning, up to three/five days loss of recess, parental contact, after-school detention, suspension from school up to three/five days
- ... *profane language or actions*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention, in-school/ out-of-school suspension up to three/five days
- ... *failure to follow rules or directions*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention, in-school/ out-of-school suspension up to three/five days
- ... *disruption of instruction*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention
- ... *unsafe physical actions (e.g., throwing objects, pushing, tripping)*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention, in-school/ out-of-school suspension up to three/five days
- ... *rough play (e.g., playing a game too aggressively, retaliating)*  
verbal warning, parental contact, up to three/five days loss of recess, after-school detention
- ... *threatening or endangering others (physical or psychological)*  
parental contact, up to three/five days loss of recess, after-school detention, in-school/ out-of-school suspension up to three/five days, legal action when appropriate
- ... *fighting*  
parental contact, up to three/five days loss of recess, after-school detention, in-school/out-of-school suspension up to three/five days, legal action when appropriate
- ... *possession of dangerous items weapons (e.g., all knives including Swiss Army and Boy Scout knives, slingshot, laser pointers and other objects viewed and/ or used as weapons)*

- parental contact, after-school detention, in-school/out-of-school suspension up to three/five days, legal action when appropriate
- ... *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 3<sup>12</sup> 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 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.
- ... *theft of school or private property*
  - parental contact, up to three/five days loss of recess, after-school detention, complete restitution, in-school/out-of-school suspension from school up to three/five days, legal action when appropriate
- ... *possession of narcotics, alcoholic beverages, and drugs*
  - parental contact, confiscation of materials, in-school/out-of-school suspension up to three/five days, legal action when appropriate
- ... *smoking or possession of smoking materials*
  - parental contact, confiscation of materials, after-school detention, in-school/out-of-school suspension up to three/five days, legal action when appropriate
- *Other violations as identified in School Board Policy and Administrative Procedure.*

**PARTNERSHIP BETWEEN MERRIMACK  
ELEMENTARY SCHOOLS, MERRIMACK POLICE  
DEPARTMENT, AND MERRIMACK YOUTH  
ASSOCIATION**

**Statement of Common Purpose**

The partnership between the Merrimack Elementary Schools, Merrimack Youth Association (MYA), and the Merrimack Police Department creates cooperative opportunities for interaction and support to enhance the educational and social growth of Merrimack youth. The purpose of this partnership is to provide clear and consistent guidelines for a safe environment for the youth of Merrimack. We believe this alignment creates a spirit of involvement and concern for youth in the development of respect, cooperation as well as good sportsmanship and citizenship. An important goal of the partnership is to offer opportunities for youth to grow physically, socially, and emotionally as well as build bridges to develop a sense of unity and pride in our community.

The purpose of this statement is to guide our youth toward becoming resourceful, confident community members who are able to adapt and contribute to an ever-changing society. The Merrimack Elementary Schools, MYA, and the Merrimack Police Department share the following goals and expectations:

**Youth are expected to:**

1. Take responsibility for their behavior and be accountable for their decisions at school and community events.
2. Learn socialization skills as well as respect and fair play through interaction with team members, coaches, and officials while engaged in formal and informal recreation programs.
3. Understand that competition is healthy, but participation and good sportsmanship are equally important goals.
4. Make decisions that will lead to positive outcomes.
5. Develop the ability to work cooperatively in group settings.

**Adults (school personnel, police officers, coaches, parents, and others) are expected to:**

1. Teach and model respect for self and others.
2. Provide a safe and positive environment for youth to grow physically, socially, and emotionally.
3. Provide opportunities for youth to develop and master basic skills that include sharing, working with others, and accepting success as well as disappointment.
4. Take responsibility to maintain discipline and model good sportsmanship.
5. Foster life skills such as leadership, organization, and time management.

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

## WELLNESS POLICY

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

A District-wide wellness advisory committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.

### Nutrition Education

Healthy living skills shall be instructed as part of the regular educational program to provide opportunities for students to understand and practice concepts and skills related to health wellness promotion, and disease prevention.

### Physical Activity

Students will be given opportunities to gain knowledge, skills, behavior and motivation needed to be physically active for life through developmentally appropriate daily activities such as recess physical education classes, and integration of physical activities into morning meetings and other academic curriculum areas. The Merrimack School District will work toward incorporating physical activity each school day for all students and will encourage school staff to promote physical activity when appropriate on a daily basis as a way to support long-term wellness efforts.

The Board directs the Superintendent to develop procedures to implement this policy based on the recommendations of the wellness advisory committee and in compliance with national and statewide nutritional guidelines for healthy living.

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.

## PUPIL SAFETY AND VIOLENCE PREVENTION

### Bullying

#### Statement of Purpose, Intent and Scope

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

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

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

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

#### Definitions (RSA 193-F:3)

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

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

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

*The following behaviors are examples of actions that will not be tolerated and will result in corrective action by the appropriate organization(s):*

- Harassment and bullying
- Teasing and taunting
- Profane language and actions
- Unsafe physical action
- Fighting
- Threatening or endangering others
- Destruction of property

## MERRIMACK SCHOOL DISTRICT POLICIES and PROCEDURES

### 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, ortreatment or employment in, its programs and activities. The District provides a grievance procedure with appropriate due process rights. Mark McLaughlin is the designated employee, charged with coordinating efforts to comply

with Section 504. The parent/guardian of disabled students or any disabled person may use the grievance procedure established by the Board.

#### Grievance Procedure:

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

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

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

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

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

#### Procedural Safeguards:

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

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

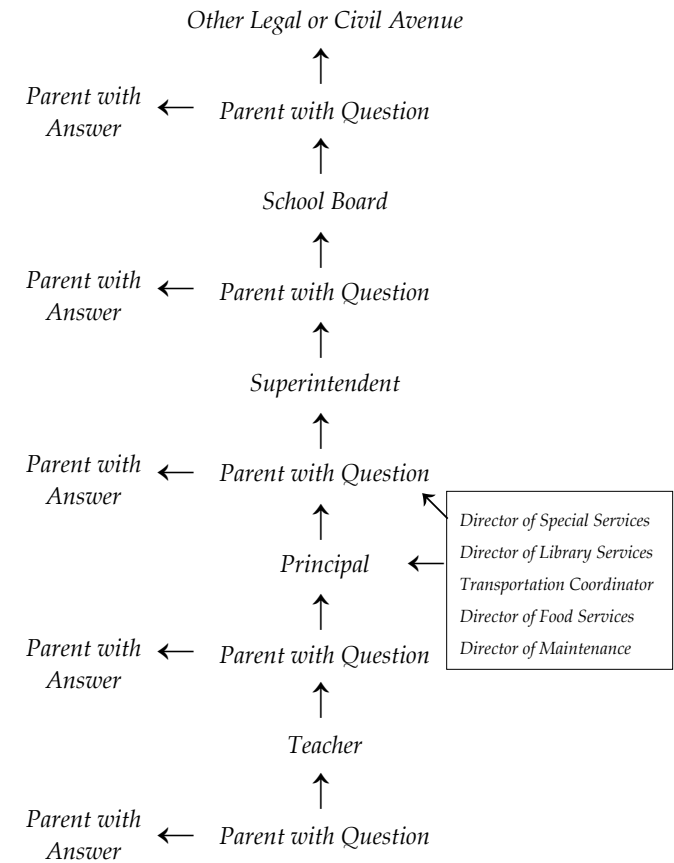


**APPEAL PROCEDURES FOR PARENTS**

**Administrative Procedure 1007;  
Complaints, Petitions**

The Merrimack School Board is committed to open and accurate communication. Therefore, a procedure has been established to assure that questions and problems which occur in daily school operations are addressed. The School Board believes that the best communication occurs when it involves the individuals with the most knowledge about the situation; therefore, parents are urged to contact the teacher to discuss any classroom issue which they question. If an issue or problem is not clarified through the teacher or faculty member, the parent should contact the department head or assistant principal, and then, if necessary, the building principal for further discussion. Issues not related directly to the classroom program should be addressed to the building principal. Failing solution at the building level, the citizen should contact the office of 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 school will be made and announced no later than 6:30 a.m. These announcements will be made on radio stations WZID-FM95.7, WFEA-AM1370, WGIR-AM 610, WGIR-FM101, WBZ-AM1030 and television station Channel 9-WMUR TV. **Additionally, the District's Automated Calling System may be used to inform parents of school closings.**

**DELAYED SCHOOL OPENING POLICY**

The two hour delayed school opening policy, if utilized during inclement weather, will be announced on the following radio and television stations: WGIR; WBZ; WFEA/WZID; and the television station Channel 9. The District's Automated Calling System amy be used to inform parents of delays. 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.