

## **Merrimack High School**

### **Behavioral Expectations and Disciplinary Procedures**

#### **Behavioral Expectations – Philosophy**

Merrimack High School is committed to providing all students with a high-quality education in a safe, supportive, and respectful learning environment. We believe students thrive when they are encouraged to make responsible, ethical, and compassionate decisions. In support of this vision, we expect all members of our school community to demonstrate respect for the dignity, rights, beliefs, and property of others.

The faculty and administration at Merrimack High School strive to administer behavioral expectations with fairness and consistency, while also considering the individual circumstances of each student. While this handbook outlines many common behaviors and potential consequences, it is not exhaustive. In situations where behavior is not specifically addressed, Merrimack High School will refer to Merrimack School District policies and applicable state laws for guidance. These policies are accessible via the district website.

We use a leveled system of graduated responses to address violations of the Code of Conduct. These may include teacher interventions, restorative practices, administrative detentions, In-School Suspension (ISS), Out-of-School Suspension (OSS), and, in severe cases, referral to the Superintendent.

#### **Chronic Violations**

Student behavior is monitored over time. Repeated violations of school expectations will result in escalating progressive consequences which may include a conference with school administrator and parent/guardian.

The purpose of these meetings is to review student behavior, outline future expectations, and create a plan to support the student's success moving forward.

Continued violations may lead to more severe consequences.

#### **Restorative Practices**

Merrimack High School also incorporates restorative activities and conferences as part of our approach to discipline. These practices focus on:

- Acknowledging harm done;
- Restoring relationships;
- Encouraging student accountability;
- Promoting healing and reintegration into the school community.

Restorative approaches may be used alongside or in place of traditional consequences, depending on the nature of the behavior and its impact.

## Leveled Disciplinary Responses

To promote fairness and consistency in managing student behavior, Merrimack High School follows a tiered system of interventions and consequences. This framework allows for flexibility based on the individual student's history, the severity of the behavior, and the impact on the school community.

### Level I – Classroom-Based Interventions

Examples: Verbal warning or redirection, seat change, student-teacher conference, parent contact, restorative conversation, teacher-assigned detention.

### Level II – Administrative Interventions

Examples: Office referral, parent meeting, counseling referral, restorative agreement, administrative detention, loss of privileges.

### Level III – Suspension and Behavior Plans

Examples: In-School Suspension (ISS), Out-of-School Suspension (OSS), behavior plans, restitution, restorative conference.

### Level IV – Serious Violations

Examples: Long-term suspension, expulsion recommendation, referral to Superintendent or School Board, law enforcement involvement (as required).

## Detention and Suspension Procedures

### Detention

- Teacher Detention: Assigned and supervised by teachers, before or after school.
- Administrative Detention: Assigned by administration.
- Students must arrive on time and bring academic work. Unexcused absences will result in further discipline.

### In-School Suspension (ISS)

- Students remain in a supervised setting completing academic and reflective work.
- No participation in extracurriculars during ISS.

### Out-of-School Suspension (OSS)

- Used for serious or repeated offenses. Parents notified; reentry meeting may be required.
- Students on OSS may not attend or participate in school events.

## Electronic Device Policy

In accordance with RSA 189:1-a, Merrimack High School restricts the use of cell phones and smart devices during school hours to support a focused learning environment.

### General Guidelines

- Devices must be turned off and put away during the school day,
- Unauthorized use during class or assessments will result in confiscation and possible further consequences.

### **Consequences for Misuse**

**1st Offense:** Verbal warning and confiscation of the device until the end of the school day. Parent/guardian notification.

**2nd Offense:** Detention and confiscation of the device until the end of the school day. Parent/guardian notification and parent/guardian must pick up the phone from the school.

**3rd Offense:** Detention and confiscation of the device with the parent/guardian being required to pick up the phone/smart device and a meeting with school administration to determine the next steps for the student to ensure meeting of school expectations.

**Repeated Offenses:** Confiscation of phone and mandatory meeting with school administration, parent/guardian, and student to discuss compliance options including possible daily phone turn in to office.

Failure to comply with a confiscation request will be considered insubordination and may result in disciplinary action.

## Cafeteria/Lunch Expectations

- Students will demonstrate rules of common courtesy to fellow students, staff, and administration at all times.
- Students will adhere to all instructions by staff.
- Students will keep their immediate area (table and floor) neat and clean, and will leave it that way for others who will follow. Before leaving the cafeteria, they will dispose of trash and recycle cans and bottles in the appropriate receptacles provided.
- Students will be seated at the cafeteria tables unless they are in a food line (it is not appropriate to sit on the floor or stage).
- Seniors who are not consuming food may go to the courtyard with an MHS ID with permission of the duty personnel.
- Students will not linger in the lobby.
- Students needing to use restroom facilities must use the bathrooms across from the Student Assistance Office.

### Courtyard Guidelines - Seniors

- Food and drinks are not permitted in the courtyard
- Given good weather conditions, the courtyard will be open to seniors. The purpose of the courtyard is for seniors to read and relax during their lunch period.
- Be respectful of the classrooms around the courtyard; please keep the noise level down, especially when playing catch, etc.
- Be respectful of the surroundings in the courtyard.
- Dress code applies to the courtyard.
- Games are permitted in the courtyard unless the activity disrupts adjacent classrooms.

### Progressive Discipline Matrix

Level I Infractions	Level I Consequences
<b>Cell Phone/Electronic Device</b>	<ul style="list-style-type: none"><li>● <b>First Offense:</b> Verbal warning and confiscation of the phone/smart device until the end of the school day. Parent/guardian notification.</li><li>● <b>Second Offense:</b> Detention and confiscation of the phone/smart device until the end of the school day. Parent/guardian notification and parent/guardian must pick up the phone from the school.</li><li>● <b>Third Offense:</b> Detention and confiscation of the device with the parent/guardian being required to pick up the phone/smart device and a meeting with school administration to determine the next steps for the student to ensure meeting of school expectations.</li><li>● <b>Subsequent Offenses:</b> Confiscation of phone/smart device and mandatory meeting with school administration, parent/guardian, and student to discuss compliance options including possible daily</li></ul>

	<p>phone/smart device turn in to office.</p> <ul style="list-style-type: none"> <li>● <b>Failure to comply</b> with the confiscation request will result in immediate parent contact and progressive disciplinary consequences that may include suspension.</li> </ul>
<b>Damage to or Loss of Equipment or Books</b>	Restitution must be made by the time of graduation.
<b>Disrespectful and/or Non-Compliant Classroom Behavior</b>	<p><b>Depending on the severity of the students behavior, the following may be considered (not in this order):</b></p> <ul style="list-style-type: none"> <li>● Teacher Warning</li> <li>● Parent Contact</li> <li>● Teacher Detention</li> <li>● Removal from class</li> <li>● Administrative/Office Referral</li> <li>● Restorative activities and/or suspensions</li> </ul>
<b>Misuse of Electronics, Computer or Internet</b>	<p><b>Depending on the severity of the students offenses, the following may be considered (not in this order):</b></p> <ul style="list-style-type: none"> <li>● Teacher Warning</li> <li>● Loss of computer privileges</li> <li>● Parent Contact</li> <li>● Teacher Detention</li> <li>● Removal from class</li> <li>● Administrative/Office Referral</li> <li>● Restorative activities and/or suspensions</li> </ul>
<b>Inappropriate Language (not directed at staff)</b>	<p><b>1st offense:</b> Teacher Warning  <b>2nd offense:</b> Teacher Detention  <b>3rd offense:</b> Administrative/Office Referral, Parent Contact</p>
<b>Plagiarism/Cheating Classwork/Homework</b>	<p><b>1st offense:</b> Teacher Warning and 0% for assignment  <b>2nd offense:</b> Parent contact and 0% for assignment  <b>3rd offense:</b> Administrative/Office Referral</p>

<b>Plagiarism/Cheating Assessments</b>	<p><b>1st offense:</b> Parent contact and re-take the assessment with the teacher</p> <p><b>2nd offense:</b> Parent contact and 0% for assessment</p> <p><b>3rd offense:</b> Administrative/Office Referral</p>
<b>Tardy to Class</b>	<p><b>1st offense:</b> Teacher Warning</p> <p><b>2nd offense:</b> Teacher Detention</p> <p><b>3rd offense:</b> Administrative/Office Referral, Parent Contact</p>
<b>Level II Infractions</b>	<b>Level II Consequences</b>
<b>Class Cut(s)</b>	<p><b>1st offense:</b> 1 Hour Office Detention</p> <p><b>2nd offense:</b> Two one-hour Office Detentions</p> <p><b>3rd offense:</b> In-School Suspension</p> <p>Additional offenses may result in further progressive discipline</p>
<b>Cut Teacher or Office Detentions</b>	<p><b>1st offense:</b> Two one-hour Office Detentions</p> <p><b>2nd offense:</b> Three one-hour Office Detentions</p> <p><b>3rd offense:</b> In-School Suspension</p> <p>Additional offenses may result in further progressive discipline</p>
<b>Dress Code</b>	<p><b>Depending on the severity and frequency of the infraction, the following may be considered (not in this order):</b></p> <ul style="list-style-type: none"> <li>● Teacher Warning and given opportunity to change into attire that adheres to the MHS dress code policy.</li> <li>● Parent Contact</li> <li>● Teacher Detention</li> <li>● Removal from class</li> <li>● Administrative/Office Referral</li> <li>● Restorative activities and/or suspensions</li> </ul>
<b>Failure to Report to the Main Office</b>	In-School Suspension
<b>Loitering on school grounds</b>	Loss of privileges and referral to

	counselor, Assistant Principal, or police as warranted.
<b>Misuse of Pass/In Halls without a Pass</b>	<b>1st offense:</b> One Hour Office Detention <b>2nd offense:</b> Two one-hour Office Detentions <b>3rd offense:</b> Further progressive consequences that may include suspensions
<b>Parking: No Permit/Sticker</b>	<b>1st Offense:</b> \$50.00 fine; <b>2nd Offense:</b> Detention, suspension, or loss of parking privileges.
<b>Parking: Has a Permit/Sticker but parked in a restricted area (To include but not limited to the following: Special Services, Superintendent's Office, Masticola Elementary School, Masticola Upper Elementary School, Faculty Lots, Reserved Spaces, Visitor Lot, Handicap, End Zone, Grass Areas, Back of the school)</b>	\$20.00 fine. Any other offenses will accrue additional fines, along with progressive discipline.
<b>Parking: Safety issues (Parking with or without a permit in such a fashion as to jeopardize safety and/or block access)</b>	Tow
<b>Parking: Transferring, copying, or using illegal parking sticker</b>	Possible loss of driving/parking privileges. No refunds will be given for revoked parking permits or towing. All fines must be paid in full.
<b>Reckless/Dangerous Driving</b>	Due to the severity of the behavior, Students may be issued a temporary or permanent Loss of Driving/Parking Privileges and referred to the School Resource Officer. Additional school consequences, including detention or suspension, may follow.
<b>Student-Ordered Food Delivery (Door Dash, Uber Eats, etc.)</b>	<b>1st offense:</b> Verbal warning <b>2nd offense:</b> One hour office detention <b>3rd offense:</b> Two one-hour office detentions <b>4th/additional offenses:</b> Further progressive consequences that may include suspension

<p><b>Tardy to School</b></p>	<p><b>1st offense:</b> Administrator Warning  <b>2nd offense:</b> One hour Office Detention  <b>3rd offense:</b> Two one-hour Office Detentions and letter home  <b>4th offense:</b> Three-one hour detentions and letter home</p> <p>Additional offenses will lead to additional progressive consequences, which may include meeting with administration.</p>
<p><b>Unauthorized Areas:</b></p> <p>MHS is a secure campus, therefore, without prior permission, students should not</p> <ul style="list-style-type: none"> <li>● Leave school building/grounds</li> <li>● Enter the building through an unauthorized access</li> <li>● Be in unauthorized areas</li> <li>● Provide unauthorized access to the building for another student or individual</li> <li>● Fail to enter the building upon arrival on school grounds</li> <li>● Fail to report to class and/or sign in at the Attendance Office if arrival is after 7:30 a.m.</li> </ul> <p>In order to ensure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are unauthorized to students before 7am and after 2:15pm:</p> <ul style="list-style-type: none"> <li>● parking lots/parked cars</li> <li>● any area inside/outside the school building unless for specific and legitimate purpose as determined by the assistant principal or other school personnel</li> <li>● unsupervised areas within the building</li> <li>● areas under construction or renovation</li> </ul>	<p><b>Students who are in unauthorized or restricted areas will be subject to search and consequences.</b></p> <p><b>1st Offense:</b> Subject to search, detention or in-school intervention (ISS).</p> <p><b>2nd Offense:</b> Subject to search, automatic out-of-school suspension (OSS) to be determined by the Assistant Principal, and loss of privileges.</p>
<p><b>Wheeled or Motorized Transportation Devices</b></p>	<p><b>Skateboards/Scooters are not allowed to be ridden in the building or on the sidewalks. Helmets should be stored in student lockers or the main office.</b></p> <p><b>1st offense:</b> Verbal warning, students will need to pick up the device at the end of the school day.</p>

	<p><b>2nd offense:</b> Confiscated device must be picked up by a parent</p> <p>Additional violations will result in appropriate disciplinary actions including detention and/or suspension.</p>
<b>Level III Infractions</b>	<b>Level III Consequences</b>
<b>Directing Profane/Vulgar Language at Staff</b>	<p><b>1st Offense:</b> 3-5 Day Suspension (ISS and/or OSS)</p> <p><b>2nd Offense:</b> 5-10 Day Suspension (ISS and/or OSS)</p> <p><b>3rd offense:</b> Additional offenses may result in further progressive discipline</p>
<b>Disorderly Conduct</b>	<p>Up to 10 day suspension (ISS and/or OSS) and potential referral to the School Resource Officer.</p> <p>Additional offenses may result in further progressive discipline.</p>
<b>Failure to Identify Self, Falsification of Identification, Forgery</b>	<p><b>1st Offense:</b> 1-3 Day Suspension (ISS and/or OSS)</p> <p><b>2nd Offense:</b> 3-5 Day Suspension (ISS and/or OSS)</p> <p><b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<b>Inappropriate Sexual and/or Lewd Display of Behavior</b>	<p><b>1st Offense:</b> 1-3 Day Suspension (ISS and/or OSS)</p> <p><b>2nd Offense:</b> 3-5 Day Suspension (ISS and/or OSS)</p> <p><b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<b>Instigating or Inciting Violence</b>	<p>Up to 10 day Suspension (ISS and/or OSS). Additional offenses may result in further progressive discipline and</p>

	potential referral to the School Resource Officer
<p><b>Recording: The use of electronic devices to photograph or record other individuals without their permission is prohibited.</b></p> <p>See Cell Phone Policy</p>	<p><b>1st Offense:</b> 1-3 Day Suspension (ISS and/or OSS)</p> <p><b>2nd Offense:</b> 3-5 Day Suspension (ISS and/or OSS)</p> <p><b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<p><b>Restroom Safety; More than one student in a designated stall at the same time.</b></p>	<p>Subject to search and possible additional consequences depending on outcome of search.</p> <p><b>1st Offense:</b> One hour detention</p> <p><b>2nd Offense:</b> Two one-hour detentions</p> <p><b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<p><b>Stealing/Possession of Stolen Property</b></p>	<p>Up to 10 days Suspension (ISS and/or OSS). Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<p><b>Trespassing</b></p>	<p>Up to 10 days Suspension (ISS and/or OSS). Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>
<p><b>Unprivileged Contact</b></p>	<p><b>1st Offense:</b> 1-3 Day Suspension (ISS and/or OSS) and Restorative Assignment</p> <p><b>2nd Offense:</b> 3-5 Day Suspension (ISS and/or OSS)</p> <p><b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral to the School Resource Officer</p>

<p><b>Vaping/Electronic Nicotine Device</b></p>	<p><b>1st Offense:</b> 1-3 Day Suspension (ISS and/or OSS) and Restorative Assignment  <b>2nd Offense:</b> 3-5 Day Suspension (ISS and/or OSS)  <b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral the School Resource Officer</p> <p><b>*Subject to immediate search</b></p>
<p><b>Level IV Infractions</b></p>	<p><b>Level IV Consequences</b></p>
<p><b>Alcohol - Possession or Intoxication*</b></p>	<p><b>1st Offense:</b> 5-10 Day Suspension (ISS and/or OSS) and Restorative Assignment  <b>2nd Offense:</b> 10 Day Suspension (ISS and/or OSS)  <b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and a referral the School Resource Officer and Superintendent</p> <p><b>*Subject to immediate search</b></p>
<p><b>Assault</b></p>	<p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>Referral to Superintendent of Schools and/or School Board for expulsion, and/or referral to the School Resource Officer.</p>
<p><b>Bomb scares and/or pulling false alarms and acts that endanger others (e.g. building safety; creating false public alarm)</b></p>	<p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>Referral to Superintendent of Schools and/or School Board for expulsion, and/or referral to the School Resource Officer.</p>

<p><b>Bullying, threatening, hazing, cyber-bullying, or endangering the physical or psychological well-being of others (including sexual or other forms of harassment): <i>This includes cases when encouraging others to participate in such behaviors, bullying in retaliation, cyber or otherwise.</i></b></p>	<p>Up to 10 days Suspension (ISS and/or OSS) and a Restorative Assignment.</p> <p>Additional offenses may result in further progressive discipline and a referral to the School Resource Officer</p> <p>The case and report will be referred to the Principal. The Principal will notify the Superintendent of Schools. The School Resource Officer will also be notified.</p>
<p><b>Fighting</b></p>	<p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>Referral to Superintendent of Schools and/or School Board for expulsion, and/or referral to the School Resource Officer.</p>
<p><b>Possession of drugs/paraphernalia such as pipes, rolling papers, and/or other items related to drugs, ingestion, distribution, selling or intent to sell drugs or paraphernalia, controlled substances (including prescriptions), “look-alikes”, or intoxicants of any kind are strictly prohibited anywhere on MHS Campus. Further, a student who is in the presence of smoke (nicotine or marijuana) may face consequences. Item(s) shall be immediately confiscated.</b></p> <p>*</p>	<p><b>1st Offense:</b> 5-10 Days Suspension (ISS and/or OSS) and Restorative Assignment  <b>2nd Offense:</b> 10 Days Suspension (ISS and/or OSS)  <b>3rd offense:</b> Additional offenses may result in further progressive discipline and potential referral the School Resource Officer and Superintendent</p> <p><b>*Subject to immediate search</b></p>
<p><b>Possession or use of igniting devices and/or look-alike weapon and/or dangerous devices (such as: firecrackers, incendiary devices, ammunition, and look-alikes); Possession or use of knife (such as: Swiss Army knife, jackknife, pen knife, etc.); Possession or use of mace, pepper spray or similar article; Possession or use of dangerous</b></p>	<p>Immediate confiscation of item(s).</p> <p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>Referral to Superintendent of Schools and/or School Board for expulsion, and/or referral to the School Resource Officer.</p> <p><b>*Subject to immediate search</b></p>

<p>weapon (firearm, black jack, stiletto, slingshot, metallic knuckles, finger armor, spiked rings, laser, hunting knife, dirk knife, chains, spikes, switch blade, etc.); Possession or use of other weapons (such as: box cutter, utility knife, water pistols, tool with blade, handcuffs, or any object when viewed and/or used as a weapon)*</p>	
<p><b>Vandalism to School and/or Private Property</b></p>	<p>Immediate Out-of-School suspension (minimum 5-10 days) and parent conference.</p> <p>Referral to Superintendent of Schools and/or School Board for expulsion, and/or referral to the School Resource Officer.</p>
<p><b>Vaping/Marijuana Device*</b></p>	<p><b>1st Offense:</b> 5-10 Days Suspension (ISS and/or OSS) and Restorative Assignment  <b>2nd Offense:</b> 10 Days Suspension (ISS and/or OSS)  <b>3rd offense/additional offenses:</b> Additional offenses may result in further progressive discipline and potential referral the School Resource Officer and Superintendent</p> <p><b>*Subject to immediate search</b></p>

**REMINDERS:**

- **Other forms of misconduct which are neither anticipated nor listed will be dealt with individually by the Assistant Principal and/or the Principal who will determine the appropriate response and discipline.**
- **The MHS Code of Conduct applies to all school sponsored activities and events.**
- **At all levels of the Leveled Progressive Discipline Matrix the Assistant Principal and/or the Principal reserves the right to invoke loss of privileges or community service as part of the restorative disciplinary process**
- **Students who are suspended are not allowed on school grounds.**

