

**MERRIMACK VALLEY
MIDDLE SCHOOL
STUDENT HANDBOOK**

2017-2018

Merrimack Valley Middle School's mission is to promote an environment that teaches students to be active learners, critical thinkers, and responsible citizens in an ever-changing global society.

SAU 46 Mission Statement

Ensuring that all students are provided with the knowledge, skills and values necessary for college, career, and citizenship.

The Merrimack Valley Middle School serves sixth through eighth graders in the Merrimack Valley School District. Opened in 1988, the Middle School offers a full facility, meeting all state requirements.

School Phone:	603-753-6336
School Fax:	603-753-8107
School Address:	14 Allen St. Penacook, NH 03303
Website:	http://mvms.mvsdpride.org
Kara Lamontagne	Principal
Brian Lynch	Assistant Principal
Marie Jones	Nurse
Michelle Boucher	Nurse, Part-time
Ray Carpenter	School Counselor
Lori Brodeur	School Counselor
Diana Zeller	School Counselor
Marla Miller	Office Manager
Cathy Ramsden	Administrative Assistant
Amy Durrell	Administrative Assistant, Student Services
Diane LaBrecque	Administrative Assistant
Mark MacLean	Superintendent of Schools
Dr. Randy Wormald	Assistant Superintendent
Superintendent's Office	603-753-6561
Transportation	603-753-1421
Staff Directory	Please visit www.mvsdpride.org

About Merrimack Valley School Board

The Merrimack Valley School Board, representing the five towns of Boscawen, Loudon, Penacook, Salisbury and Webster conduct the business of the Merrimack Valley School District. The board meets on the 2nd Monday of each month and rotates meeting sites to allow meetings at each school. The public, students and staff are invited to give input and become involved.

Mark Hutchins (Chair)	Salisbury	mhutchins@mvsdpride.org
Normandie Blake (Vice Chair)	Webster	nblake@mvsdpride.org
Caroletta Alicea	Boscawen	calicea@mvsdpride.org
Tina Broyer	Penacook	tbroyer@mvsdprid.org
Kristen Byron	At-Large	kbyron@mvsdpride.org
Lorrie Carey	Boscawen	lcarey@mvsdpride.org
Seelye Longnecker	Salisbury	slongnecker@mvsdpride.org
Bobbi-Jo Michael	Loudon	bmichael@mvsdpride.org
Laura Vincent	Loudon	lvincent@mvsdpride.org
Andrew Chalsma	Webster	achalsma@mvsdpride.org
Sally Hirsh-Dickinson	Penacook	shirshdickinson@mvsdpride.org

MVMS PTO

The MVMS PTO provides support and funds for additional materials and opportunities to enhance the learning experiences of our students. Parents and volunteers are welcome at any of the monthly meetings, which are held on the first Tuesday of each month at 6:00 pm in the MVMS Library Media Center.

Members of the PTO can be contacted directly at mvpridepto@gmail.com.

Amy Daigle, President
Brandi Adinolfo, Vice President
Jenn Parrotto, Secretary
Kathy Fisher, Treasurer
Jennifer Barnard, Box Top Coordinator

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Daily Schedule

DAY 1			DAY 2	DAY 3	DAY 4	DAY 5
Full Schedule		Off Classes	1 & 2	3 & 4	5 & 6	7 & 8
7:45 - 8:30	1	7:45 - 8:47	3	PRIDE	7	4
8:33 - 9:17	2	8:50 - 9:51	4	1	PRIDE	5
9:20 - 10:04	3	9:54 - 10:54	5	2	1	6
10:07 - 10:52	4					
10:55-11:16	A Lunch		A lunch	10:55-11:17		
11:16-11:37	B Lunch		B lunch	11:17-11:38		
11:42-12:03	C Lunch		C lunch	11:39-12:00		
12:06-12:27	D Lunch		D lunch	12:00-12:21		
12:30-12:51	E Lunch		E lunch	12:23-12:44		
10:55 - 12:03	5					
10:55-11:41						
12:06-12:51	6	10:57 - 12:20	6	5	2	1
11:43-12:51		12:23 - 1:23	7	6	3	2
12: 54 - 1:38	7	1:26 - 2:26	PRIDE	7	4	3
1:41 - 2:26	PRIDE					

GENERAL INFORMATION

ACADEMIC HONESTY

It is the mission of Merrimack Valley Middle School to promote an environment that teaches students to be active learners, critical thinkers and responsible citizens in an ever-changing global society. In pursuit of this goal, all MVMS learners strive to develop the attributes of the IB Learner Profile that are embedded throughout the curriculum and within the culture of the learning community. MVMS students are encouraged to be:

- Caring – respect the feelings and needs of others.
- Communicators – express ideas and information confidently.
- Inquirers – acquire skills needed to conduct inquiry and research.
- Knowledgeable – investigate topics, opinions, issues and concepts.
- Principled – act responsibly with integrity and honesty.
- Open-Minded – seek and evaluate a variety of points of view.
- Risk Takers – courageously articulate and defend one's beliefs.

When students apply these attributes to their coursework they will develop skills and behaviors that will support their learning both in and outside the classroom.

Being an active learner, critical thinker, and responsible citizen requires the students practice academic honesty. Cheating and plagiarism are unethical and unacceptable.

Definitions

Cheating

Knowingly using dishonest methods to gain an advantage; any kind of secretive means of gaining information for use on course work.

Common examples include, but are not limited to:

- Copying another's work;
- Allowing someone else to copy your work;
- Using resources that are not allowed;
- Collaborating on an individual assignment;
- Using any method to give (or get) test or quiz answers;
- Assisting another to cheat.

Plagiarism

Knowingly presenting another person's ideas or words as one's own without properly crediting the source.

Common examples include, but are not limited to:

- Copying and pasting text into a paper and handing it in with your name on it;
- Using ideas that are not your own and not crediting the source of the information.

Consequences of Academic Dishonesty

Minor Infractions:

- Limited to situations in which copying or plagiarism happens either unintentionally or due to a lack of knowledge and understanding of the concepts.

Consequences

- Teacher uses the infraction as a learning experience to educate the student on the topic.
- Assignment is redone.
- The consequence must include a teaching conversation with the student, parent contact (phone or e-mail) and a written record.
- A 2nd Minor infraction would be considered a Major infraction.

Major Infractions, may include but are not limited to:

- Academic dishonesty occurs with conscious forethought
- Copying another student's work or allowing another student to copy your work.
- Looking onto another's test or quiz or allowing someone else to.
- Using secret ways to receive or give answers on an assessment.
- Using information or ideas, that are not your own, and not citing the source.
- Working with others on an assignment that is intended to be completed individually.

Consequences

- Behavior Referral to the office

ANNOUNCEMENTS AND POSTERS

Announcements will be available via Twitter each day @MVMSPrize. The administration must approve student announcements before publishing them. All posters for non-school events must first be approved by the administration. They may be hung ONLY in an approved areas.

ARRIVAL

Upon arrival to school, students should go directly to the assigned area for their grade level. During nice weather, students will be outdoors in the morning.

Car drop off: Car drop off is located by the 7th grade wing as designated by the “Student Drop Off” sign. **PLEASE BE SURE TO PULL ALL THE WAY FORWARD BEFORE DROPPING OF YOUR CHILD FOR SAFETY.** Students are to enter from the side door or go directly to the field. Students arriving after 7:45 will report to the office.

ATHLETICS

6 – 8 Spring Track	7 & 8 Basketball	7 & 8 Field Hockey
6 – 8 Cross Country	7 & 8 Football	7 & 8 Spirit Team
7 & 8 Baseball / Softball	7 & 8 Lacrosse	7 & 8 Soccer

Students participating in middle school athletics or extracurricular activities must maintain good academic and behavioral standards. In addition, they need to fulfill the physical exam requirement.

To participate in middle school athletics a student must behave in a manner that demonstrates respect for their peers, teachers, school property and the good name of the school. Any student who has been suspended either internally or externally **may** lose the privilege of participation in middle school athletics for a period of time not to exceed 30 school days. Students who are disrespectful or habitually referred to the office for negative behaviors may also lose the privilege to participate.

A student who receives more than two 1’s in either Citizenship or Effort in the term prior to tryouts for a particular sport will not be eligible for that sport. Third Trimester report cards affect eligibility for Fall sports teams.

In order to participate in games or tournaments a student must attend school for the whole day, unless there is a valid excuse for late arrival or early dismissal. An administrator must approve any exceptions to this policy.

Guidelines for an Athletic Exception

The district is committed to the success of every student and believes that students should compete against students of the same age. However, in extraordinary situations an independent third party (such as a coach) may, on behalf of and with parental support, nominate a 6th grade student athlete for an exception to the requirement. Said student athlete would be allowed to try out for a team provided the student athlete passes the same physical exam, and meets the same behavioral and academic requirements of other student athletes. (There will be no exceptions for 7th & 8th grade football).

The nomination will be evaluated based on a summary of:

Competitive level of team (All-Star, other)
Records of playing time, positions played, performance
Child has proven success competing with older students

If the nomination is approved by the Athletic Director the 6th grade athlete becomes eligible to try out for a position on the team. The nomination may simply be a letter of no more than two pages and must be submitted to the Athletic Director ten (10) working days prior to tryouts. The coach, in consultation with the athletic director, will determine which athletes make the team and their decisions will be final.

ATTENDANCE

When a student is absent, **a parent must call 753-6336 before 8 am and report the name of the student, the person calling and the reason for the absence.** The school will make every effort to contact parents of absent students who have not called. In cases of extended illness or injury, parents seeking work for students should allow the school 24 hours to make assignments available. Students have two days to make up work for each of the first three days absent. Students absent more than three days will have one week to complete missing assignments for credit. If a student accumulates 5 unexcused absences, the parents/guardian will be contacted by the school.

RSA 193:1 State Law on Attendance states, “Every child between six and sixteen years of age shall attend the public schools within the District or public school outside the School District to which he/she is assigned or an approved private school during the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable.” RSA 193:1, State Law on the Custody of a Child states, “Every person having the custody of a child shall cause the child to attend such a school during all the time public schools are in session.”

BACKPACKS/BOOK BAGS

Due to the need for safety, backpacks and book bags will be kept in lockers from 7:45 until dismissal.

CAFETERIA

Speaking in conversational tones is expected. Each student will be responsible for cleaning up the trash in their area. No OPEN food or drink will be taken from the cafeteria. Nothing may be thrown in the cafeteria. A staff member will dismiss students from their tables. Failure to follow these rules may result in reassignment of seating,

removal from the cafeteria, detention, parental contact, alternative lunch arrangements and/or suspension.

CITIZENSHIP EXPECTATIONS

The MVMS Citizen is cooperative, courteous, honest, and tolerant.

All students, faculty, and staff of the Merrimack Valley Middle School are expected to:

- ◆ Show self-respect as well as respect for property and others,
- ◆ Demonstrate personal integrity and self-control,
- ◆ Contribute actively and positively to the school program,
- ◆ Engage in safe behavior at all times,
- ◆ Accept responsibility for own actions.

CLUBS

Students are encouraged to participate in the extracurricular programs at Merrimack Valley Middle School. Meetings of clubs and other organizations take place outside school hours. Some possible clubs available to students are:

National Junior Honor Society

Student Council

Yearbook

Art Club

Ski/Snowboard Club

Poetry Club

Ecology Club

Golf Club

Math Team

Drama Club

Spanish Club

Newspaper

Beekeeper's Club

Chess Club

Garden Club

Multi Media

Book Club

French Club

DANCES

School sponsored dances are intended for Merrimack Valley Middle School students only. All school rules are in effect at all social events. Dances will begin at 7:00 and end at 8:30 on designated Friday nights and are open to MVMS seventh and eighth grade students only. One dance will be designated for sixth grade students only.

DELAYED OPENING/EARLY DISMISSAL

Delayed opening announcements will be communicated via the Call Multiplier system, posted on the District website and WMUR News. If there is a need for early dismissal parents will be notified via the Call Multiplier system.

DISCIPLINARY CONSEQUENCES

Improper school conduct may result in a variety of consequences, dependent upon the nature of the infraction. Students are expected to abide by the ‘MVMS Citizenship Expectations’ listed previously. Consequences for failure to follow these expectations may result in one of the following:

- ◆ Classroom/Team Consequences
- ◆ Teacher Detention
- ◆ Parent Conference
- ◆ In-School Suspension/Out-of-School Suspension or other administrative consequences.
- ◆ Lunch Detention
- ◆ Community Service
- ◆ Office Detention
- ◆ Referral to Outside Agency

The Middle School discipline code is subject to the District's Student Ethics Policy. The MVMS and MVSD Administration as well as the MVSD School Board recognize the responsibility of both students and parents for the appropriate conduct of our school citizens.

BULLYING/CYBERBULLYING

The Board is committed to providing all pupils with a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F.

Conduct constituting bullying will not be tolerated and is prohibited by this policy. The Board reserves the right to address bullying and impose discipline for conduct constituting bullying. This policy is intended to protect all pupils regardless of their status under the law.

The Superintendent is responsible for ensuring that this policy is implemented. The full policy can be found at mvsdpride.org under School Board, policies, Section – J, policy: JICK.

WEAPONS, THREATS, VIOLENCE

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

(Please see School Board Policy: JICI)

DETENTIONS

TEACHER DETENTIONS

Teachers may assign detention(s) at their discretion for those infractions of the rules that occur within the classroom. Examples of behaviors that may result in teacher detention(s) are:

- ◆ Failure to follow the MVMS Citizenship Expectations
- ◆ Tardy to class
- ◆ Refusal to complete class work and/or homework
- ◆ Habitually incomplete homework and/or class work
- ◆ Corridor disturbance
- ◆ Failure to meet classroom expectations
- ◆ Inappropriate language
- ◆ Classroom disruption

When a student engages in any of these activities or any others deemed inappropriate by the teacher, a behavior referral form will be completed by the teacher identifying the infraction and the consequence. The teacher will also contact home via phone or email.

ADMINISTRATIVE DETENTIONS

Administrative detention is assigned to students for infractions of the school rules that are referred to the office. Classroom teachers do not assign administrative detention. The number of detention(s) assigned may vary according to the nature of the offense and the student's previous behavior record. Examples of behaviors that may result in administrative detention(s) are:

- ◆ Forgery
- ◆ Exhausting the team discipline plan
- ◆ Truancy
- ◆ Excessive tardiness (over 5)
- ◆ Habitual classroom disruption
- ◆ Bullying behaviors
- ◆ Loitering or unsupervised on school grounds
- ◆ Physical contact/aggressive behavior
- ◆ Failure to attend after school teacher detention
- ◆ Inappropriate or unsafe actions
- ◆ Repeated use of cell phones or other electronic devices
- ◆ Cheating
- ◆ Inappropriate language

When an administrative detention is assigned, a behavior referral form will be completed stating the reason for the detention and the day it is to be served. An administrator will

also contact home via phone or email. Students will be given 24-hours notice prior to serving any after school detention.

Administrative detentions are held on Mondays, Tuesdays and Wednesdays from 2:30-4:00, or longer if deemed appropriate. Other days may be assigned as needed. Being a bus student is not an acceptable excuse for failing to serve detention. If a student is absent from school on a day he/she is scheduled for a detention, the student is expected to make up the detention the day he/she returns to school. Detention takes precedence over school and personal activities. Extenuating circumstances must be addressed with the administrator.

SUSPENSION

Suspension is a more serious consequence for misconduct than detention. Two types of suspension are possible: in school suspension and out-of-school suspension. Students who are suspended may also be prevented from participating in any school-sponsored activities for up to 30 school days from the date of suspension at the administrator's discretion. The following behaviors may result in a suspension:

- ◆ Cheating (repeated offense)
- ◆ Fighting/Physical Aggression
- ◆ Abusive and/or obscene language
- ◆ Possession of Lighters
- ◆ Vandalism
- ◆ Possession of dangerous or potentially dangerous objects
- ◆ Repetition of similar infractions
- ◆ Smoking or possession of tobacco products in school or on school property
- ◆ Leaving school grounds without permission
- ◆ Actions dangerous to others
- ◆ Stealing
- ◆ Failure to attend assigned detentions
- ◆ Harassment
- ◆ Excessive administrative detentions
- ◆ Unauthorized drug use (including prescribed, over the counter or illegal drugs) on school property (Refer to District's Deviant Behavior Policy.)

IN-SCHOOL SUSPENSION

While serving an in-school suspension, a student is separated from his/her peers and is expected to complete all assigned schoolwork. In-school suspension is located at MVLC on Washington St.

The in-school suspension rules and policies are as follows:

- ◆ In school suspension will begin upon arrival at MVMS and students will be dismissed at the normal dismissal time. Students must be off school grounds by 2:45 PM.

- ◆ Students are to report directly to the office as soon as they arrive at school.
- ◆ Transportation to and from the In-School Suspension center located at MVLC will be provided.
- ◆ Students will be escorted to their lockers before and after school.
- ◆ Students who are serving in school suspension are not eligible to participate in any extracurricular school activities on the day of their suspension(s), including sports. This loss of privilege may be extended for up to 30 school days.
- ◆ There will be disruptive behavior from students serving in school suspension, or additional consequences will be given.

Students who are unwilling to follow the rules and procedures established for in-school suspension may be assigned additional days of in-school suspension, or possibly out-of-school suspension at the discretion of the administration.

OUT-OF-SCHOOL SUSPENSION

Out of school suspension is the removal of a student from school for a specified period of time for unacceptable behavior. Students who are suspended MAY NOT be on school grounds during the duration of any suspension. Students who are assigned OSS may not be allowed to participate in any extracurricular activities, including sports on the day of the suspension(s). This loss of privilege may be extended for up to 30 school days.

DISMISSAL

Dismissal is at 2:26 p.m. Arrangements for early dismissal must be made in writing or via phone through the office. Requests for dismissal due to illness are to be referred to the nurse.

DRESS CODE

The dress code has been established to maintain a safe, secure environment and avoid classroom distractions, while allowing for as much freedom of choice for the student as possible. Students should be aware that the dress code also applies in PE.

1. Clothing must be adequate in ensuring a decent appearance. Shirts and tops must be worn so that they do not show a bare midriff, or undergarments.
2. The following are NOT permitted: low cut, halter, or strapless tops. Tank tops or muscle shirts must have a strap larger than 2" wide (spaghetti straps are not permitted).
3. Skirts and dresses must extend to at least the mid thigh in normal sitting and standing positions. Spandex worn under skirts or shorts must **have a minimum of 5 inch inseam.**

4. Shorts must have an inseam length of at least **5 inches**.
5. Undergarments must not show in normal standing or sitting positions.
6. Clothing injurious to school property or the health of a student will not be permitted. (Wallets with chains, spiked jewelry, long loose straps.)
7. Footwear must be worn at all times as required by state law.
8. Clothing that references sex, drugs, alcohol, tobacco products, discrimination or violence is not permitted.
9. Jackets, pajamas, slippers with soft soles, hats, bandanas, blankets, hoods and sunglasses are NOT to be worn inside the building.
10. Gang related or any other clothing or accessory that causes a distraction to the learning environment is not permitted.

Students will refrain from self-imposed body art.

ELECTRONIC DEVICES

All personal electronic devices (including but not limited to phones, ipods, video games, etc.) must be **powered off and be put away during school hours**. Occasionally students may receive permission from a staff member to use an electronic device in their classroom. In that case, students are expected to power off their device before moving on to another class. Electronic devices being used during school hours, without permission, will be confiscated and held in the office until the end of the day. If confiscated a second time, they will be held in the office and a parent/guardian contacted. Further incidents will result in the device being turned into the office upon arrival each day.

FIELD TRIPS

Field trips are meant to be educational experiences outside of the confines of a classroom situation. How students and staff represent our school is a matter of great importance for several reasons, the first of which is safety. **If a student demonstrates poor self-control on a field trip they may be restricted from attending future field trips.**

GRADING PROCEDURES

Parents and students alike are expected to regularly check Web2School to stay apprised of assignments and grades. Each student's W2S login will be given to him or her within the first two weeks of school. If you do not know the login information or are having trouble logging in please contact the office.

Report cards for all classes are issued approximately every twelve weeks. These report cards will provide a general overview of academic progress. To better understand how

your child is performing in each class parents are encouraged to contact the child's teacher with any academic concerns.

Academic Grading for Grades 6-8

4 - Exceeds Standards independently and consistently

3 - Meets Standards

2 - Working towards standards

1 - Below standards

Web2School Codes

These are the codes attached to assignments that you will see when logged into W2S.

AB - Absent

M - Missing

I - Incomplete - Incomplete is a grade that will be issued by a teacher due to prolonged excused student absence. The student must complete all work within two weeks of the report card unless approved by the guidance department and/or administration.

1, 1+, 2, 2+, 3, 3+, 4 (a "+" indicates the student demonstrates all levels below and the above levels with partial success)

Homework/Practice:

Y - yes - done, turned in, checked

N - no - not done/completed

AB - absent when given/collected

LATE - turned in but not on time

Teachers will also give a separate grade for both effort and citizenship. A four-point scale will also represent these grades.

Effort: Student perseveres and attempts quality work, participates and shows responsibility, manages time and advocates for self.

Citizenship: Student shows respect for self and others, demonstrates integrity and self-control, engages in safe behavior at all times and accepts responsibility for own actions.

GUM

Gum chewing is at the discretion of the classroom teacher.

HOMEWORK

Homework is a tool to support student learning and provide opportunity to practice and hone skills. A normal homework assignment is intended to accomplish course goals outside the classroom without immediate teacher supervision. The term "homework" does not include make-up assignments, remedial work that requires expert instruction and supervision, or extra credit work. Teachers will make a concerted effort to avoid extensive assignments over weekend, holiday, and vacation periods.

Students should expect an average of 60 minutes of homework per night.

Students benefit greatly from an established homework routine. This may include a designated homework space free of distraction, sufficient time set aside for homework completion, and a process for organization and ensuring work is turned into the teacher.

Students may access the After School Academic Assistance Program to obtain help with any and all assignments.

LATE BUS

In order for a student to be eligible for late bus privileges, he/she must sign up in the cafeteria lobby by 1:00 pm of each day. **Students may sign up for the late bus only if participating in a school-sponsored activity that provides supervision until the late bus arrives. Students who are not participating in a school-sponsored activity after school or who leave school grounds will not be allowed to ride the late bus.**

LEARNER PROFILE

Members of the MVMS learning community strive to be:

- ◆ Balanced
- ◆ Caring
- ◆ Communicators
- ◆ Inquirers
- ◆ Knowledgeable
- ◆ Open-Minded
- ◆ Principled
- ◆ Reflective
- ◆ Risk-Takers
- ◆ Thinkers

LOCKERS

Each student will be assigned a locker. Only school locks may be used and can be obtained at the office. The custodial staff will remove any other locks. A deposit of \$5.00 is needed to rent a lock for the year. The money will be returned if the lock is returned. **Lockers should be kept locked and are not to be shared with other students.** Students are responsible for items in lockers. Do not leave valuables in lockers. No stickers or decals should be placed on lockers or desks. School personnel

may search lockers at any time for the safety or welfare of students. MVMS is not responsible for any missing items from lockers.

LOST AND FOUND

Any items found in or around the school should be turned into the office. Items not claimed at the end of each trimester will be donated.

MEDICAL INFORMATION / INFORMATION CHANGES

No student may possess or use any medication - prescription or over-the-counter - in school or on school grounds except under the direction of the school nurse or her authorized representative. Before any prescribed medication may be given in school, the School Nurse must have a physician's statement (indicating the name of the medication, the dosage, the time it is to be taken and the length of time the child is to be under the medication) and a properly signed "Authorization for Prescribed Medication During the School Day" form. Any medication administered must be in the original container. The school nurse will administer state and district policies concerning immunizations and medical examinations. Parents need to notify the School Nurse of all changes in a student's health or physical condition, especially when such changes may require special or immediate medical attention. When a doctor sees your child, please provide a doctor's note the following day. Parents need to notify the school as soon as possible of changes in address, employer, work or home phone. This information can be critical to the school reaching a parent in the case of an emergency.

PARENT CONFERENCES

Parents are encouraged to confer with individual teachers, counselors or administrators about their child's progress and performance. Conferences are arranged by contacting a member of your child's teaching team.

SAFETY DRILLS/PROCEDURES

Ten safety drills will be held per school year. These may include Evacuation, Reverse Evacuation, Shelter in Place and Lockdown. All students and personnel will follow the procedures for each type of drill.

SCHOOL CANCELLATION

"No school" announcements are communicated via the Call Multiplier system. In addition, the announcement is posted on District website, www.mvsdpride.org, and on WMUR News.

STUDENTS ON SCHOOL GROUNDS AFTER SCHOOL HOURS

All students are expected to leave school grounds immediately after dismissal unless arrangements have been made for adult supervision.

STUDENT PLANNER

Every student will receive a student planner on the first day of school. Students are encouraged to use this as a tool for organization and communication

TARDY ARRIVAL

Students not in their assigned classroom at 7:45 a.m. will be marked absent or tardy. Students with five unexcused tardies to school in a trimester will be assigned an administrative detention. Excessive absences or tardiness will be referred to the Truancy Officer.

TEXTBOOKS

Textbooks that are issued to students are the property of the School District. All students are expected to take care of their textbooks. Teacher consequences may be assigned for failure to care for textbooks. If a textbook is lost or damaged in part or in entirety, it will be paid for according to the condition and original cost of the book. At the end of each term, notice will be given to students who owe damages for books or other materials. Failure to return these materials in their condition of issuance or to pay their cost may result in the loss of the privilege of participating in activities. The school will make every effort to inform students of missing materials before the end of school.

VISITOR INFORMATION/PROCEDURE

Visitors to MVMS are required to access the building through the main entrance. Visitors may be requested to produce photo ID and will be required to wear a visitor's badge at all times while in the building.

VIDEO AND AUDIO SURVEILLANCE SYSTEM

School corridors, public offices and surrounding grounds will be under video/audio surveillance in order to protect people and property. Cameras are not in use in private areas including bathrooms, locker rooms, and private offices.

The cameras will capture and record activities 24 hours a day. The images will be available to school personnel as part of a multi-faceted effort to maintain a safe and secure environment, as it encompasses student behavior, internal security measures, and facility safeguarding. If the images include illegal or criminal acts, those images will be available to the Concord Police for their investigation and prosecution.

WATER BOTTLES

Students are encouraged to carry water bottles during school, especially on hot days. They may only have water, no juice, sports drinks, soda, coffee, etc. All water must be in clear plastic containers. No glass will be allowed.

TRANSPORTATION POLICIES

A complete copy of the transportation policy may be found on the MVSD website.

In an attempt to provide the safest, most effective and efficient transportation services, the Merrimack valley School Board has approved the following related transportation policies

WALK ZONE

The District has established a walk zone of 1.5 miles for all students K-12 walking to school. The walk zone measurement is determined by starting where residence driveway meets a public road, or at the exit of a private housing community, and ends at the front door of the school. Students will not be required to walk more than 1-mile to a designated bus stop. Revision of the walk zones may result in some students walking who had previously been transported. Should parents reside in a walk-zone wish to have their child transported they must submit their request in writing to the school board on an annual basis. Approval of such request will result in the child walking to the nearest bus stop for pick-up. There will be no pick-ups inside a walk zone

PICK UP TIMES

So that the District will be able to arrive at both stops and schools on time, the District requires its students to be at their designated bus stop at least five (5) minutes before the scheduled pickup time. If the student is not present, the bus will not stop. The bus is not required to nor will it return for a student who was not at the designated stop on time.

RIDING ANOTHER BUS

The District understands that there may be times when a parent may want to have their child ride another school bus. We will certainly attempt to accommodate these requests. However, decisions must be made on a space available basis. Parents are asked to send a note to the office or call the school if their child needs to ride another bus.

BUS CONDUCT WARNING REPORT

Normally, a student will receive a warning report “write-up” for first time infractions of any of the following conditions. The severity of the violation, however, may result in a bus suspension rather than a written warning.

- Violation of safety rules: Extending anything out the bus window, including body parts; standing or moving on bus while in motion; throwing anything on the bus or out of the bus; use of profanity; refusal to follow driver's instructions/requests; disruptive and/or inappropriate behavior, etc.
- The student will be given the write-up by the driver, which must be signed by a parent/guardian and returned to the driver within two (2) days. A letter will be issued to the parent with a copy of the conduct report. Failure to return the form will result in a bus suspension for five (5) school days.
- If inappropriate behaviors are not corrected, the student will be suspended from riding all school buses for a period of five (5) school days. Suspension from a school bus prevents inclusion in late bus, field trips, athletic trips and vocational center transportation.

BUS SUSPENSION REPORT

A student who involves him/herself in any of the following behaviors will be suspended for a minimum period of five (5) school days from the bus: Repeated violation of safety rules, injuring another student, fighting, hitting, slapping, disruptive horseplay, spitting, destruction of school equipment or private property, drinking of alcoholic beverages, smoking, etc. Restitution may be required for any damages incurred due to malicious behavior or vandalism before riding privileges are restored.

These lists are not to be construed as all encompassing. Other conditions or situations may arise that justify a write-up or other disciplinary procedures. It is our hope that a write-up will encourage the parent/guardian to work with the District to modify the child's behavior to avoid bus suspension.

Discipline issues regarding transportation shall include compliance with the Safe School Zones Act, RSA 193-D:1-8.

BUS SUSPENSIONS

All suspensions are immediate in accordance with RSA 189:9a, and there will be no exceptions to the above rules. RSA 189:9-a states: “Notwithstanding the provisions of RSA 189:6-8, the superintendent, or a representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond 20 school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

- If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right of appeal within 10 days of suspension to the authority that suspended this pupil's right.
- Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parent/guardian's responsibility to provide transportation to and from school for that pupil for the period of the suspension.
- Suspensions incurred at the end of one school year will be served at the beginning of the next school year.
- Students who are suspended more than twice for inappropriate behavior will face losing their bus riding privileges for the remainder of that school year. The superintendent of schools must make such a recommendation to the full school board on an as needed basis.
- Any parent or guardian so aggrieved by the denial of transportation privileges of his/her child may request a conference with the Business Administrator (753-6561) or Director of Transportation (225-0849). If the parent/guardian is not satisfied with the conference, they may appeal the suspension to the Superintendent of Schools (753-6561).
- Bus suspensions prohibit students from riding any school bus for the term of the suspension.
- Students may be assigned seats based on parental request, disciplinary measures or safety issues.

LATE BUS POLICY & PROCEDURES

The MVSD normally authorizes one (1) late bus to operate on a daily basis during the course of the regular school year. These busses will provide transportation for students from the Middle and High Schools who participate in co-curricular or school related activities, using a set route and stops. The bus departs the Middle School at 4:35 pm, High School at 4:40 pm.

- One route will cover Loudon and the other will cover Boscawen, Salisbury and Webster, with Andover students attending the high school taking this late bus as needed.
- Because the safety of our children is of paramount importance, and to ensure that our students are dropped off in well lit public places with a public telephone available, the late bus stops have been pre-determined as follows:

Alan's Restaurant
Dunkin Donuts

Crossroads Store
Webster Elementary

106 Beanstalk
Loudon Elementary School

There will be no other late bus stops without school board approval. Parents are required to pick up their children at these established stops.

- Parents will be informed of late bus policies and procedures through publication in the student/parent handbooks, newspaper publication and a letter being sent home to all parents whenever any changes occur.
- Late bus will be provided for Middle and High school students only.
- Students suspended from school or from any regular, special education or vocational bus will not be allowed to ride late bus
- All regular bus rules and regulations are in effect on the late bus
- Late bus will run whenever school is in session and there are students signed up to ride. Early school closings due to inclement weather or other emergencies will result in no late bus being offered.
- Students taking late bus must have a legitimate reason to do so, and must sign up in the office by 1pm. The office will provide a list of students riding late bus to each driver. The driver will then check the names of students against the names on the sheet. Students whose names do not appear on the list will not ride either late bus. Passes may be issued to students as a cross-reference to the list.

BIKE SAFETY

In compliance with RSA 265:144X stating: “Bicycle helmets are required for bicycle riders under 16 years of age and recommended for all”, all students will be required to wear bicycle helmets on school property.

MVSD POLICIES

The Merrimack Valley School District has extensive policies, required by law, detailing for those students who require such discipline, the consequences of flagrant and/or dangerous behavior.

These policies can be found on the SAU website under “School Board” at www.mvsdpride.org.

NON-DISCRIMINATION POLICY

Merrimack Valley School Board hereby notifies all applicants for admission, all students, parents and employee organizations or unions, and all referral agencies, that the Merrimack Valley School District is making every effort possible not to discriminate on the basis of sex or handicap in educational programs and activities which it operates, and that such discrimination (including discrimination in admissions, access, treatment or employment) is prohibited by Section 504 of the Rehabilitation Act of 1973, by Title IX of the Educational Amendments of 1972, or under Chapter I ECI and Title VI of the Civil Rights Act of 1964.

SUMMARY OF MERRIMACK VALLEY SCHOOL DISTRICT POLICY
Access To Technology Resources for Staff and Students

Each user should be aware that in using technology resources in the District that he/she is responsible to abide by the following:

- ◆ I agree to abide by all rules, which are listed in the Merrimack Valley School District's Responsible Use Policy.
- ◆ I realize that the primary purpose of the Merrimack Valley School District's technology resources is educational, and that as such, educational purposes shall take precedence over all others.
- ◆ I realize that the use of the District's technology resources is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking or suspension of my access, disciplinary action, and/or legal action.
- ◆ I agree not to participate in the transfer of inappropriate or illegal materials through the use of Merrimack Valley School District's technology resources. I realize that in some cases, the transfer of such material may result in legal action against me.
- ◆ I agree not to participate in the transfer of material, which may be considered treasonous or subversive via any of Merrimack Valley School District's technology resources.
- ◆ I agree not to allow other individuals to use any account(s) assigned to me for network or Internet activities, nor will I give anyone my password(s).
- ◆ I release the Merrimack Valley School District and all other organizations related to the Merrimack Valley School District's technology resources from any liability or damages that may result from the use of the District's technology resources. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of any networks and/or Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the District's technology resources.

A complete copy of the MVSD Technology Policy can be found on the MVSD website

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 15 days of the day the District receives a request of access. A parent or an eligible student should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. A parent or eligible student may ask the Merrimack Valley School District to amend a record that they believe is inaccurate or is misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Merrimack Valley School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administrates FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA Directory Information Notification

Parents and students may request designation of any or all information as directory information for their students, provided that a written request to that effect is received by the building Principal. The Merrimack Valley School Board has not designated any information as directory information which means that the School District will not disclose any personally identifiable information about your child without your consent. However, federal law requires the School District to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings unless you, as parents, have advised the School District that you do not want your child’s information disclosed without your prior written consent. If you do not want your child’s name, address, and telephone listing provided to military recruiters, please notify the building Principal in writing.

Merrimack Valley Middle School
2017-2018 Student Handbook
Signature Form

Student Name (please print)

Date

We the undersigned have read and understand the Merrimack Valley Middle School Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

I have read and understand the Notification of Rights under FERPA.

Parent/Guardian Signature

Date

I have read and understand the Summary of Merrimack Valley School District Policy with regards to access of technology resources for staff and students.

Parent/Guardian Signature

Date

Student Signature

Date

Please tear out this completed sheet and return it to your guided study teacher.