



STUDENT HANDBOOK

2025 - 2026



SCHOOL ADMINISTRATIVE UNIT 46

105 Community Drive, Penacook, NH 03303
603.753.6561 – 603.526.2145 (fax)

<https://sites.google.com/a/mvsdpdpride.org/district/>

Randy Wormald
Catherine Masterson
Sam York
Fred Reagan
Kathleen Boucher

Superintendent of Schools
Assistant Superintendent of Schools
Business Administrator
Director of Facilities
Director of Human Resources
Title IX Coordinator

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MERRIMACK VALLEY HIGH SCHOOL

106 Village Street, Penacook, NH 03303
603.753.4311 - 603.753.6423 (fax)

<https://mvhs.mvsdpdpride.org/>

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TITLE IX - POLICY NOTIFICATION STATEMENT

It is the policy of the Merrimack Valley School District (MVSD) not to discriminate on the basis of an individual's membership in a protected category, which for students, includes age, sex, gender identity, sexual orientation, sex stereotypes, sex characteristics, pregnancy or related conditions, race, color, ancestry or national origin, parental, family or marital status, disability, or religion in its educational programs, activities, or employment policies as required by Title IX Educational Amendments. Inquiries regarding compliance with Title IX may be directed to: Mrs. Kathleen Boucher, Director of Human Resources, 105 Community Drive, Penacook, NH 03301 603.753.6561; or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201.

NON-DISCRIMINATION


It is the policy of the Merrimack Valley School District not to discriminate on the basis of handicap in its educational programs, activities or employment policies, as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding any matter dealing with Section 504 should be directed to Catherine Masterson, Assistant Superintendent of Schools, 105 Community Drive, Penacook, NH 03301. 603.753.6561

RSA 189 and RSA 193:1 - 2

Every child between 6 and 18 years of age shall attend the public school within the district or a public school out-side the district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the grounds that his physical or mental condition is such as to prevent his attendance or to make it undesirable. Every person having the custody of a child shall cause the child to attend such a school during the time the public schools are in session. Please note: Truancy is defined in RSA 189 as 10-half days of unexcused absence from school.

POINTS OF EMPHASIS

POSITIVE BEHAVIOR EXPECTATIONS

	BE SAFE See Something, Say Something	BE RESPECTFUL Use Appropriate Volume, Tone and Word Choice	BE RESPONSIBLE Be Mindful of Self and Others
Bathroom	Follow proper hygiene practices Maintain a substance-free environment	Be considerate of the needs of others for access to stalls and sinks Respect the privacy of others	Keep the bathroom clean and free from damage Use bathroom promptly and efficiently
Bus/ Parking Lot	Follow transportation expectations Be aware of your surroundings at all times	Respect personal property and space Be considerate of others	Keep the space clean and free from damage Park in your assigned spot/stay in assigned seat on bus
Cafeteria	Remain in cafeteria during lunch Stay seated until dismissed	Wait your turn in line Be polite	Clean up after yourself Arrive on time
Classroom/ Library	Use equipment/materials appropriately No Treat the classroom as a learning environment	Respect the opinions, property, and boundaries of others Talk in turn	Be an active participant in your education Arrive on time and prepared to learn
Events	Be aware of your surroundings Follow event expectations	Be cooperative, engaged, and attentive Support others	Allow others to enjoy the event Be prepared and on time

<i>Hallways</i>	Move at a reasonable speed Be aware of surroundings	Show kindness and consideration Honor personal space	Maintain a clean environment Move to your intended destination
<i>Technology</i>	Follow technology agreement Be aware of your digital footprint	Use school-issued technology for its intended purpose Use digital tools and websites appropriately	Bring school-issued technology charged and ready to use Handle technology with care

COMMUNICATION AND RECORDING DEVICES (JICJ)

Given the importance of a distraction-free learning environment, Merrimack Valley School District prohibits student use of mobile phones, airpods / bluetooth headphones, smart watches, and other electronic devices during class time, unless explicitly authorized by the administration. **All personal communication devices are prohibited for students from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day**, with approved exceptions determined by the superintendent or their designee with respect to student medical, disability, or language proficiency need (SB 206).

ELECTRONIC DEVICE GUIDELINES & PROTOCOL

1. Students may only use their school-issued Chromebook during class time, provided the teacher has authorized its use. Hard-wired headphones may be connected to Chromebooks, provided the teacher has granted permission.
2. All electronic devices (mobile phones, earbuds, headphones, watches, etc.) must be away (out of view) and powered-off at all times from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day.
3. In the event a student is observed with an unauthorized electronic device, the following steps will be taken:

1st Offense - Verbal warning, students will turn the device into the main office/student services for the remainder of the school day.

2nd offense - Students will turn the device into the main office for the remainder of the day. A disciplinary referral will be written. Parent/guardian contact.

Subsequent Offenses - *The student may be issued in-school or out-of-school suspension and a meeting with caregivers may be required.*

Parents are asked to not call or text message students during regular school hours. If an emergency should arise, please call the main office at 603.753.4311.

NH is a two-party or all-party consent state (N.H. Rev. Stat. Ann. § 570-A:2). This means it is against the law to intentionally record a conversation unless all parties involved consent to the recording. Someone who violates this law could be charged with a Class B felony or a misdemeanor under the Wiretapping and Eavesdropping statute.

COMPETENCY RECOVERY:

Students will be able to recover failed competencies in real time during the course as well as during Final Exam week. Students will no longer have 5 days beyond the end of the course.

- [Real-Time Competency Recovery Protocol](#) (link)

VISION OF THE GRADUATE:

MVHS will continue its work to fully implement the school's Vision of the Graduate. For more information on the Vision of the Graduate, please click [HERE](#).

DIGITAL PORTFOLIOS:

Another important initiative that will be continued at MVHS is the work associated with individual student portfolios. As identified in the school's [NETWORK Schedule](#), students will routinely upload digital artifacts to their individual portfolio. For more information regarding digital artifacts and individual portfolios, please click [HERE](#).

NETWORKS & FLEX BLOCK:

NETWORKS and Flex blocks will continue to be embedded within the school's weekly schedule (Wednesday). Flex block will take place for enrichment (both academic & non-academic), and recovery purposes. Students will sign-up for a Flex block session based on what is being offered by individual staff members. By contrast, NETWORKS will be devoted to school-wide social-emotional learning activities and other activities.

DRIVING TO SCHOOL / PARKING ON CAMPUS:

Juniors and seniors may purchase parking permits at MVHS. Because space is limited, permits will only be issued to eligible sophomores under extenuating circumstances. Once the parking application is submitted to Student Services, along with a \$10 payment, parking permits will be issued. Most student parking will be assigned in the parking lot between the high school and middle school. Once purchased, parking permits must be displayed in a visible location (rear window). PARKING ON THE GRASS AREA ALONG THE BASEBALL AND SOFTBALL FIELDS IS NOT PERMITTED.

Please Note: Students who drive to school and park on campus without a parking permit will be subject to office detention, in-school suspension, out-of-school suspension; vehicles may also be towed at the owner's expense. Parking privileges may be revoked for any reason at the discretion of the MVHS administration. In an effort to ensure a safe environment, administrators may search any vehicle that is parked on campus, under reasonable suspicion that illicit contraband exists within.

ELIGIBILITY:

All students participating in co-curricular activities (athletics, clubs, and school-sponsored events) are subject to all eligibility and code of conduct policies and procedures. To be eligible to participate in any athletic event or co-curricular activity, students must be in attendance at school the day of the event by 8:30am, unless prior permission by an administrator has been granted.

END OF SEMESTER EXAMS:

In an effort to best prepare students for life after Merrimack Valley, the school will conduct end of semester exams in all courses. Exams at the end of the first semester will act as a final assessment for semester-long courses, and a midterm assessment for yearlong courses. Exams at the end of the school year will act as a final assessment for all courses. Teachers will determine the type of assessments during the exam period which may include, but is not limited to: traditional exams, performance tasks, presentations, etc. End of the semester exams may be differentiated for students as a chance to show competency in specific areas. Each exam grade will be part of the overall final grade in each course, yet the weight of each exam should not exceed 5% of all points assigned. Due to the nature of end of the semester exams, students will be prohibited from retaking or recovering the assessment. Exams can impact passing a class.

NEW GRADUATION REQUIREMENT:

Beginning with the class of 2024, students are required to pass the US Citizens and Immigration Services Exam with a minimum score of 70%. The exam will be administered during Civics and American History courses. This is a State of New Hampshire requirement.

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The Merrimack Valley High School community is dedicated to the pursuit of an education that will prepare all of its members for a successful future.



VALLEY

veritas est potentia



V

ision of the Graduate



Pillar 1	Pillar 2	Pillar 3	Pillar 4	Pillar 5	Pillar 6
Think Critically	Learn Continuously	Create Consistently	Communicate Respectfully	Contribute Globally	Collaborate Constructively
Be an active learner versus a passive recipient of information.	Make an everlasting commitment to developing knowledge and skills.	Display a pattern of positive behavior, originality, and inventiveness that leads to production and growth.	Exchange ideas, thoughts, and information while listening to and respecting the views of others.	Build upon the greater good of the community while recognizing that identity transcends geography and politics.	Take part in a structured process by which two or more individuals work together to reach a common goal.



Vision of the Graduate

Think
Critically

1



I can be flexible and innovative to design solutions to complex problems.

I can gain a deeper understanding of content through self-reflection, critique, and inquiry.

I can analyze, evaluate, and use information to support conclusions and defend positions.

I can pose relevant questions throughout the exploration of content.



Vision of the Graduate

Learn
Continuously

2



I can provide and receive feedback with respect and self-confidence.

I can apply previously learned knowledge and skills to further my education and career readiness.

I can develop a plan to meet both personal and team goals / objectives.

I can adapt and adjust to my surroundings.



ision of the Graduate

Create
Consistently

3



I can persevere to overcome obstacles in pursuit of my goals.

I can demonstrate a willingness to take risks associated with unfamiliar mediums.

I can employ the process of revision to enhance outcomes and final products.

I can develop strategies to increase productivity, efficiency, and personal development.



ision of the Graduate

Communicate
Respectfully

4



I can employ a variety of communication strategies to inform and persuade.

I can present a clear, concise, and proper understanding of language.

I can demonstrate a positive attitude while accepting the feedback of others.

I can identify the audience and purpose so as to create a viable plan for all forms of communication.



ision of the Graduate

Contribute
Globally

5



I can apply my knowledge and skills to real-world situations.

I can exhibit the ability to make a positive difference in the lives of others.

I can demonstrate a cultural awareness that is accepting of everyone.

I can recognize that actions within the community and on social media impact the world.



ision of the Graduate

Collaborate
Constructively

6



I can assume responsibility for myself and others.

I can communicate openly and effectively.

I can work with others to achieve a common goal.

I can listen with empathy and understanding while displaying a commitment to shared success.

STUDENT REFERENCE

Most student / parent concerns can be handled by the main office. However, if questions of specific interest arise, please inquire with the staff below:

Attendance Appeals:	Mark Ciarametaro
Athletics - Athletic Director:	Kenny Edwards
Alternative Ed:	School Counselors
Buses - Transportation:	Noelle Panagopoulos
Building Use:	Samantha Anthony
Class Issues:	See specific class advisors
Extended Learning Opportunities:	Mark Ciarametaro
Fundraising:	Kenny Edwards
Graduation:	Samantha Anthony
School Nurse:	Jenni Lawrence
Lockers:	Diane Berube
Lunch Program (free or reduced):	Wendy LaClair
School Counselors:	Mark Ciarametaro, Nichole Billcliff, Shanyn Grenier, Wendy Reardon
Schedules - Counseling Office:	Lisa Renauld
School-wide Issues - Principal:	Shaun St. Onge
Project Pride:	Johnnie Wood
Special Education:	Joanne Allen
Student Council:	Mandy Tirrell, Rosie Ferguson
Student Discipline:	Andrew Brauch (A - K), Lauren Mercier (L - Z)
Vocational Programs:	Mark Ciarametaro
Working Papers - Main Office:	Candy Lambert

Email Information: Contact teachers or school personnel by sending email to first initial last name @mvsdpride.org
(example: jdoe@mvsdpride.org)

DIRECTORY

ADMINISTRATION

Shaun St. Onge (Principal)
Andrew Brauch (Assistant Principal A - K)
Joanne Allen (Administrator for Special Education)
Lauren Mercier (Assistant Principal L -Z)
Kenny Edwards (Administrator for Athletics)
Ken Fuller (Administrator MV Learning Center)

STUDENT SERVICES

Anna Benevides (Library Media Specialist)
Mark Ciarametaro (School Counselor)
Barbara Crouse (SAP Counselor)
Nichole Billcliff (School Counselor)
Jenni Lawrence (School Nurse)
Jeff Richard (L&A Counselor)
Shanyn Grenier (School Counselor)
Wendy Reardon (School Counselor)
Kathryn O'Connor (Student & Family Outreach Counselor)
Jeff Neilsen (Student Success Coordinator)

SPECIAL EDUCATION

Melissa White (Case Manager)
Samia Stetson (Case Manager)
Kathy Henaghan (Case Manager)
Keely Gott (Functional Skills Case Manager)
Bob Mullen (Case Manager)
Samia Stetson (Case Manager)
George Kaliopolites (Case Manager)
Erik Rogers (L&A Case Manager)
Meredith Imbimbo (FACT Case Manager)

HUMANITIES

Kayla Orthman (English)
Aliess John (Social Studies)
Megan Shaw (Social Studies)
Rosie Ferguson (English)
Corey Hayes (Social Studies)
Ashley Kingsbury (English)
Caitlin Gagnon (English)
Robert Montgomery (Social Studies)
Abigail Prescott (Social Studies)
Amy Doolin (Social Studies)
Michael Costa (English)
Erica Hall (English)
Mandy Tirrell (English)
Johnnie Wood (English)
Joe Dougherty (Social Studies)

STEM

Kristin Anderson (Science)
Kylee Yam (Science)
Jeff Dutton (PLTW)
Emma Strode (Science)
Danene Esposito (Science)
Danielle Wiley (Math)
Kegan Brooks (Math)
Mike Sanders (Math)
Brandon Snarey (Science)
Samantha Jensen (Science)
Lauren Lindberg (Math)
Starr Fair (Math)
Katelyn Thomas (Math)

ELECTIVES

Tom Clark (PE)
Savanna Derby (Art)
Heather Parker (Spanish/ASL)
Erin Fitzgerald (Art)
Gloria Krzynowek (Spanish)
Sean O'Brien (PE/Health)
Julia D'Antico (Band)
Amanda Babcock (Chorus)
Sara Rogers (Business)
Richard Rathbone (Wood Tech)

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bmullen@mvsdpride.org
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erogers@mvsdpride.org
mimbimbo@mvsdpride.org
korthman@mvsdpride.org
ajohn@mvsdpride.org
mshaw@mvsdpride.org
rferguson@mvsdpride.org
chaves@mvsdpride.org
akingsbury@mvsdpride.org
cgagnon@mvsdpride.org
rmontgomery@mvsdpride.org
aprescott@mvsdpride.org
adoolin@mvsdpride.org
mcosta@mvsdpride.org
ehall@mvsdpride.org
mtirrell@mvsdpride.org
jwood@mvsdpride.org
jdougherty@mvsdpride.org
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ababcock@mvsdpride.org
srogers@mvsdpride.org
rrathbone@mvsdpride.org

MVSD CALENDAR

Merrimack Valley School District 2025-2026 School Calendar

August/September					
M	T	W	T	F	
(25)	(26)	*27*	28	X	
X	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

October					
M	T	W	T	F	
		1	2	3	
6	7	8	9	(10)	
X	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

November					
M	T	W	T	F	
3	4	5	6	7	
10	X	12	13	14	
17	18	19	20	21	
24	25	X	X	X	

December					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
X	X	X	X	X	
X	X	X			

January					
M	T	W	T	F	
			X	X	
5	6	7	8	9	
12	13	14	15	16	
X	20	21	22	23	
26	27	28	29	30	

94 days

August 25 - 26 Professional Day
 August 27 First Day for Students
 August 29 - September 1 Labor Day Weekend
 October 10 Professional Day
 October 13 Columbus Day/Indigenous Peoples Day
 November 11 Veterans Day
 November 26 - 28 Thanksgiving Recess
 December 22 - Jan 2 Holiday Recess
 January 19 Martin Luther King, Jr. Day

February					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
X	X	X	X	X	

March					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	(20)	
23	24	25	26	27	
30	31				

April					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
X	X	X	X		

May					
M	T	W	T	F	
				X	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
X	26	27	28	29	

June					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
(15)	#	#	#	#	
#	23	24	25	26	
29					

83 days

February 23 - 27 Winter Recess
 March 20 Professional Day
 April 27 - May 1 Spring Recess
 May 25 Memorial Day
 June 12 Tentative Last Day for Students
 () = Teacher Workshop Days/No School for Students
 X = No School for Students or Staff
 # = Snow days, if necessary
 Teacher Workshop Day to Follow Last Student Day
 Approved by the MV School Board on - 2.3.2025

MVHS BELL SCHEDULE

Monday, Tuesday, Thursday, & Friday	Network/Flex Wednesday	Delayed Opening
PERIOD 1 (7:45 - 8:35)	PERIOD 1 (7:45 - 8:27)	PERIOD 1 (9:45 - 10:17)
PERIOD 2 (8:39 - 9:29)	PERIOD 2 (8:32 - 9:14)	PERIOD 2 (10:21 - 10:53)
BREAK (9:29 - 9:39)	PERIOD 3 (9:19 - 10:01)	PERIOD 3 (10:57 - 11:29)
PERIOD 3 (9:43 - 10:33)	PERIOD 4 (10:06 - 10:48)	PERIOD 4 (11:31 - 12:05)
PERIOD 4 (10:37 - 11:27)	NETWORKS/FLEX (10:53 - 11:44)	PERIOD 5 (12:09 - 1:21)
PERIOD 5 (11:31 - 12:45)	PERIOD 5 (11:49 - 12:59)	A LUNCH (12:09 - 12:29)
A LUNCH (11:31 - 11:51)	A LUNCH (11:49 - 12:09)	B LUNCH (12:34 - 12:54)
B LUNCH (11:58 - 12:18)	B LUNCH (12:14 - 12:34)	C LUNCH (1:01 - 1:21)
C LUNCH (12:25 - 12:45)	C LUNCH (12:39 - 12:59)	PERIOD 6 (1:25 - 1:57)
PERIOD 6 (12:49 - 1:39)	PERIOD 6 (1:04 - 1:46)	PERIOD 7 (2:01 - 2:33)
PERIOD 7 (1:43 - 2:33)	PERIOD 7 (1:51 - 2:33)	
Inclement Weather Remote Learning	Delayed Remote Learning	Early Release
PERIOD 1 (7:45 - 8:15)	PERIOD 1 (9:45 - 10:15)	PERIOD 1 (7:45 - 8:17)
PERIOD 2 (8:20 - 8:50)	PERIOD 2 (10:20 - 10:50)	PERIOD 2 (8:21 - 8:53)
8:50 - 9:05 Break	PERIOD 3 (10:55 - 11:25)	PERIOD 3 (8:57 - 9:29)
8:50 - 9:35 Extra Support*	PERIOD 4 (11:30 - 12:00)	PERIOD 4 (9:33 - 10:05)
PERIOD 3 (9:40 - 10:10)	12:05 - 12:35 Schoolwide Lunch	PERIOD 5 (10:09 - 11:21)
PERIOD 4 (10:15 - 10:45)	PERIOD 5 (12:40 - 1:10)	A LUNCH (10:09 - 10:29)
10:50 - 11:20 Extra Support*	PERIOD 6 (1:15 - 1:45)	B LUNCH (10:34 - 10:54)
11:25 - 12:00 Schoolwide Lunch	PERIOD 7 (1:50 - 2:20)	C LUNCH (11:01 - 11:21)
PERIOD 5 (12:05 - 12:35)	2:20 - 2:48 Extra Support*	PERIOD 6 (11:25 - 11:57)
PERIOD 6 (12:40 - 1:10)		PERIOD 7 (12:01 - 12:33)
PERIOD 7 (1:15 - 1:45)		
1:50 - 2:48 Extra Support*		
* Teachers are available for help	* Teachers are available for help	

IMPORTANT DATES 2025 – 2026

** All dates are subject to change*

MVHS CALENDAR

<u>August</u>	15	Football Athletic Tryouts
	18	Fall Athletic Tryouts
	25-26	Teacher Workshop
	27	First Day of School
	29	Labor Day - NO SCHOOL
<u>September</u>	1	Labor Day - NO SCHOOL
	10	Picture Day
	11	Senior Planning Night
	20	Homecoming
<u>October</u>	8	PSAT Day
	9	College Fair
	10	Teacher Workshop: NO SCHOOL
	13	Columbus Day - NO SCHOOL
	15	Makeup Picture Day
	17	Senior Portrait Deadline
	31	Apply NH
<u>November</u>	11	Veterans Day - NO SCHOOL
	26-28	Thanksgiving Recess
<u>December</u>	11	Winter Concert (snow date 12)
	22 - 31	Holiday Recess
<u>January</u>	1-2	New Years Day/Holiday Recess
	19	Martin Luther King, Jr. Day - NO SCHOOL
	23	End of Semester 1
<u>February</u>	16 - 20	Winter Carnival
	23 - 27	Winter Recess
<u>March</u>	10	Band Concert (snow date 11)
	12	Choir Concert (snow date 13)
	20	Teacher Workshop: NO SCHOOL
	11	SAT Day
<u>April</u>	23	Senior Project Night
	24	Senior Project Day
	27 - 30	Spring Recess
<u>May</u>	1	Spring Recess
	5-16	AP EXAM Window
	13	State Science Assessment
	14	Underclass Awards Ceremony
	16	Prom
	19	Spring Concert
	25	Memorial Day - NO SCHOOL
<u>June</u>	1	Senior Award Ceremony
	6	Graduation
	12	End of Semester 2
		Last Day of School
	15	Teacher Workshop: NO SCHOOL

ACADEMIC CHALLENGE

MVHS takes great pride in offering a rigorous curriculum that challenges its students to undertake a variety of academic opportunities. <https://mvhs.mvsdpride.org/students/academics>

Advanced Placement



Merrimack Valley High School offers Advanced Placement courses in the following subjects: Art, Calculus AB, English Literature & Composition, English Language & Composition, Physics, Psychology, US History, and Computer Science Principles. It may be possible for students to earn college credit upon attaining high scores on Advanced Placement exams. Students who elect to take Advanced Placement courses should be aware that the classes have a nationally standardized curriculum, the content of which cannot be altered or modified. Every student who takes an Advanced Placement class is strongly encouraged to complete the exam in May. The school may provide financial assistance to those students who cannot pay the exam fee.

Please Note: It should be noted that AP courses are the most challenging and academically demanding classes offered in high school. As such, higher expectations (such as summer work) are placed on those students who enroll in these courses. Students who do not complete the required summer work will be withdrawn from the course.

Online Courses: (VLACS and EDGENUITY)



By taking online courses that are not offered at Merrimack Valley High School, students are provided a means by which to expand their academic growth outside of the traditional school setting. There are a variety of online programs available to our student body. The Virtual Learning Academy (VLACS) is a recognized public institution in the state of New Hampshire that provides free online courses to any NH resident. In addition, students may access a variety of online courses through a partnership that has been established between MVHS and Edgenuity, an online platform. Please see a school counselor or the ELO Coordinator for specific requirements.

Honors Designation

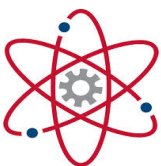
An Honors Designation option is offered to all students who wish to pursue advanced academic studies in English 9, English 10, Civics, and World History. The student who chooses the honors option in grade 9 and grade 10 is willing to engage in challenging educational experiences by going beyond the common core standards in the areas of critical thinking, analysis, and application of content concepts. Further, their willingness to learn is manifested in a positive attitude and exemplary work habits. These students will be assigned more rigorous summative assessments, more ambitious projects and assignments, and they will have to perform at a higher level of mastery of competencies. Honors Designation will be recorded on the student's high school transcript.

Project Running Start



The New Hampshire Project Running Start is an educational initiative for high school students in collaboration with the Community College System of New Hampshire (CCSNH). This program provides students with an opportunity to enroll in specific college courses offered at MVHS during the regular school day. Students who choose to enroll in the college course earn high school credit as well as college credit. College credit can be used at any of the community colleges in New Hampshire or sent to other colleges and universities for consideration of transfer. Students must pay a \$150 fee to NHTI per course to enroll in the program. Running Start courses offered at MVHS include: Accounting, Advanced Biology, Introduction to Sports Management, Principles of Marketing, TAC Math, Principles of Engineering, Introduction to Engineering and Design, Computer Integrated Manufacturing, and Concord Regional Technical Center (CRTC) course offerings.

Project Lead the Way



Project Lead the Way (PLTW) is the nation's leading provider of K-12 STEM programs. The project-based aspects of the Project Lead the Way curriculum give students a chance to apply what they know, identify a problem, find unique solutions, and lead their own learning, rather than be passive recipients of information in a question-and-answer, right-or-wrong learning environment. PLTW courses are aligned with Common Core State Standards in math and English Language Arts, Next Generation Science Standards, and other national and state standards; yet the programs are flexible and customizable so that schools can meet their local curricular and community needs. The courses are designed to complement math and science courses offered by a school and in some instances, are used as the core curriculum. College credit may be available for Project Lead the Way courses.

NHTI Early College Program

Eligible students at MVHS may enroll in courses at New Hampshire Technical Institute. NHTI has established an Early College Program that specifically allows eligible MVHS students to enroll in NHTI credit-bearing courses on the NHTI campus at a significantly discounted tuition rate. These credits may be applied toward a degree at NHTI or possibly transferred to another college or university. The students would earn both high school and college credit for these courses.

New Hampshire Scholars Program



New Hampshire Scholars is a community-based program that encourages students to take a more rigorous core course of study in high school. It is based on a partnership between a community's local business leaders and its school district. The program encourages students to select a curriculum that will adequately prepare them for the challenges they will face in postsecondary pursuits, whether attending a 2 or 4-year college, certificate program, the military, or the workplace. There are often scholarships and fee waivers as well as a luncheon at the State House in the spring of one's senior year.



The core courses listed below are the minimal requirements to graduate from MVHS as a NH Scholar. However, it is recommended that students complete four years of math and science, and three years in a foreign language. Students must complete an application and submit it to the Guidance Department. <http://www.nhscholars.org/>

NH Scholars core course requirements:

* Maintain a minimum cumulative Grade Point Average (GPA) of 3.0

English	4 years	
Math	4 years	(Algebra I, Geometry, and Algebra II)
Social Studies	3.5 years	(of Social Science)
Science	3 years	(of Lab Science)
World Language	2 years	(of the same world language)

Students interested in earning the NH Scholars STEM Emphasis designation must meet the core NH requirements (above) AND –

- * Take a 4th year of science
- * Maintain a minimum cumulative Grade Point Average (GPA) of 3.2
- * At least one additional year from Technology, Engineering, Computers, Advanced Manufacturing, Science, Math, CTE Program, Project Lead the Way

Students interested in earning the NH Scholars ART Emphasis designation must meet the core NH requirements (above) AND –

- * Complete two years in art beyond the introductory freshman course – to be chosen from Visual Arts, Fine Arts, Performing Arts, Music, and Graphic Design
- * Maintain a minimum cumulative Grade Point Average (GPA) of 3.2

ACADEMIC HONESTY

It is the belief of the faculty and students of Merrimack Valley High School that cheating and plagiarism are unethical and unacceptable. As such, student work is to be completed with honesty and integrity. All forms of cheating and plagiarism will be considered academic dishonesty.

It will be the policy of the school that an academically dishonest student will have to demonstrate proficiency of the required knowledge or skills through an alternative assessment. This will be done after school hours at the convenience of the instructor, Area Coordinator or Administration. Additionally, students who are found guilty of academic dishonesty may be subject to either an in-school or out-of-school suspension. If it is apparent that an incident of cheating or plagiarism has occurred at any point during a student's academic career, credit may be denied for the work that had been submitted.

PLAGIARISM:

Plagiarism is a form of cheating that is defined as the use of another author's words, ideas, phrasing, point of view or style without crediting the author for his or her work (to include AI). All students are taught the correct methods for citing an author's work for print media, film, television and computer technology, including the Internet. It is the student's responsibility to ensure that work submitted for credit is correctly cited. Unless otherwise stated, MLA format is acceptable and MLA style manuals are available online and in the Media Center.

CHEATING:

Cheating includes, but is not limited to: copying another's work (to include the use of AI without explicit consent), test or quiz answers; providing another person with work, test or quiz answers; collaborating on an individual project; and/or using any method to give (or get) test or quiz answers, or assisting another to cheat.

ACCIDENTS

All accidents or injuries on school property shall be reported to the school nurse. Accident forms are available in the main office.

ADULT STUDENTS

Students who reach their eighteenth birthday legally become adults. It continues to be their responsibility to obey school rules, regulations and the school authorities that enforce such. This authority extends to conduct on school grounds, at school-sponsored activities, as well as in the building itself. Students who are 18 and are living at home, or who are dependent on their parent or guardian, will be expected to meet the same requirements as other students in matters where parent signatures are required. Students who are 18 or older, and not living with a parent or guardian, may get a form that parents must sign, stating that the student is no longer dependent. These students may sign their own notes.

ADVANCED PLACEMENT EXAMS

All students taking an AP Exam must submit \$98 to the school no later than February 5 each year. This is the cost of the AP Exam. Financial aid may be available on a case-by-case basis. If a student does not sit for the actual exam, they will not be refunded the exam fee (\$98).

AFTER SCHOOL PROCEDURES

All students must leave the building by 2:48pm, unless they have been authorized to remain in a supervised area (detention, academic support, athletics, clubs and co-curricular activities).

The following protocols must be followed at all times:

1. The staff member must establish communication with a parent (or a student if they drive to school) in advance to ensure that a student has transportation home (walk, drive, parent pick-up, etc).
2. The student reports directly to the supervised area at or before the 2:48pm tone.
3. The teacher/coach/advisor is responsible for each student at all times from 2:48pm until they leave the building.

* Students may wait inside the vestibule at the main entrance, but they cannot remain in the foyer.

No student should remain in the building without supervision from an approved staff member. Advisors, coaches, etc. must remain with students until they leave school grounds.

ASSISTANT PRINCIPALS

The Assistant Principals are available to faculty, parents, staff, and community members in order to make our school culture one that emphasizes a positive learning environment. The role of an Assistant Principal is also to work in conjunction with the administrative team to create opportunities for professional growth and student learning. Their role is also to support the entire learning community. The Principal and Assistant Principals work in tandem. Typically, Mr. Brauch will support students with last names A - K, while Ms. Mercier will support students with last names L - Z.

ATHLETICS & ACTIVITIES

All students and parents must register in Final Forms before each season of a sport or participating in a club or activity. If you have any questions, please contact the Administrator for Athletics and Activities at (603)753-4311.

Students must be in attendance during the school day in order to participate in athletic or social activities beyond the school day.

Please Note: In order to participate in fall co-curricular activities, students must recover all failed competencies by the close of the course.

ATHLETIC PHYSICAL EXAM / INJURIES / CONCUSSION POLICY

Student-athletes are required to have a physical examination at the beginning of their high school career. The exam must be administered no earlier than January 1 of the year that the student-athlete enters the grade 9 at MVHS. Proof of the physical exam must be kept on file in the high school health office, and within the athletic trainer's office. All medical conditions, allergies, medications, and previous injuries should be noted in the physical exam. Parents are asked to keep the school update on the health and wellbeing of their student-athlete(s).

Injuries

Any athletic injury will be treated under the care of the school's athletic trainer (AT). The athletic trainer will be responsible for the evaluation, initial treatment, and rehabilitation, and/or when applicable, the referral to other medical personnel (ie; orthopedic physician, emergency room, etc). Some injuries may require clearance from a physician prior to returning to team activities. It is the responsibility of the coach, parent, and student-athlete to inform the athletic trainer of any injuries and/or treatment that occurs outside of the presence of the MVHS athletic trainer.

Concussion

Concussions are a type of mild brain injury that can disrupt the way the brain normally works. Simply stated, these injuries are generally caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. Though concussions are often associated with "being knocked out," the vast majority of these injuries occur without the loss of consciousness. They can result from a fall, from players colliding with each other or the ground, or from a sudden change of speed due to impact, or from repetitive contact. When managed properly, the majority of concussions resolve without direct medical intervention in 10 to 14 days. However, the risk of catastrophic injury and/or death is significant whenever a concussion or head injury is not properly evaluated and managed. As such, it is paramount that student-athletes and parents report suspected concussions to the athletic trainer at all times. In these instances, it is best to approach these matters with extreme caution.

For more information relative to the MVHS Concussion Protocol, please click [HERE](#).

For more information relative to the Merrimack Valley School Board Policy JLCJ, please click [HERE](#).

ATTENDANCE (603) 753-4311 or EMAIL mvhsattendance@mvsdpride.org

Research clearly shows a direct, positive correlation between student attendance and student achievement. As such, it is paramount that Merrimack Valley School District has an attendance policy that satisfies state requirements while discouraging excessive absenteeism. The attendance policy and procedures should be clear, concise, and require limited staff time to administer. Consequences for non-compliance should be logical and reasonable, with proper due process.

PART I: RATIONALE – The policy listed below is based on the following premises:

1. Learning requires both attendance and performance in class daily.
2. The student, parents, and school share the primary responsibility for acceptable student attendance.

PART II: PROCEDURES – Please note that these procedures prohibit a student from "cutting" class.

1. ABSENCE LIMITS -

- A. The maximum number of acceptable absences per each yearlong course is twenty-four (24).
- B. The maximum number of acceptable absences per each semester-long course is twelve (12).
- C. This includes all absences unless listed in Section 3 under EXCEPTIONS.

2. CONSEQUENCES -

- A. Any student who exceeds the limit of acceptable absences during the semester will obtain an Attendance Failure in that course.
 1. In the event the student has met all course competencies with a passing grade of 70% or higher at the end of the term, he or she would earn credit for the course; however, an Attendance Failure code (AF) would be issued to their official MVHS transcript. As part of the Attendance Failure, the student's Grade Point Average in that course would be zero.
 2. Should the student be failing one or more course competencies at the end of the term, he or she would not earn credit for the course and they would still be issued an Attendance Failure code (AF) on their official MVHS transcript. As part of the Attendance Failure, the student's Grade Point Average in that course would be zero.
- B. See section 7 for the appeal process.

3. EXCEPTIONS – EXCUSED ABSENCES

Absence due to any of the following situations WILL NOT count toward the limit of 12:

- A. Illness, recovery from an accident, or other health care needs.
- B. Required court attendance
- C. Death in the immediate family
- D. Observation of a religious holiday
- E. Professional appointments
- F. The call to active duty or return from deployment in the armed services of parents or legal guardians of students

G. Emergency or special circumstances such as: absences approved by the Superintendent under RSA 193:1(c), absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1,1(h)

H. College Visits

Please click [HERE](#) to access School Board Policy JH for attendance

4. HOME NOTIFICATION - (School Attendance and Class Attendance)

A. School Attendance: At MVHS, all official attendance records are kept in the main office. Daily attendance in school is taken at the beginning of the first period (7:45) in each period 1 class or study hall. Parents are asked to notify the school of a student's absence prior to 7:30 a.m. by sending an email to mvhsattendance@mvsdpride.org or by calling 753-4311 or 753-1400. The school will notify the parent of any student who has NOT been called in absent and is not present in block 1.

B. Class Attendance:

1. Classroom attendance is recorded and maintained by each faculty member. Parents should call the main office when they receive notification of any absence that took place without their knowledge.

2. Students with chronic absenteeism will be identified as early in the term as possible. School officials will use available resources to help the student improve attendance including counseling, conferences with teachers and/or parents, and disciplinary action that would include the MVSD Truant Officer. Parents who feel their son or daughter needs close monitoring over class attendance should contact the main office or the School Counseling Department.

3. Absences from school can be viewed daily on-line, via the ALMA parent portal. Parents should call the school if they have any questions relative to any reported absences. Please note that family vacations are generally not excused; all extended absences from school due to vacation must be pre-authorized by an administrator.

5. DISMISSALS -

A. To be officially dismissed from school for illness or injury, a student must go to the school nurse. The nurse will then make contact with the parent / guardian before allowing the student to go home.

B. Any student wishing to be dismissed for any reason, must first present a signed note by a parent / guardian, providing the school with the reason for dismissal. In addition, the signed note should contain a current phone number where the parent / guardian can be reached. All notes should be submitted or faxed to the main office prior to Period 1 on the day of the dismissal.

C. Please be aware that students may not be released by placing a call to the school. Only under emergency or extenuating circumstances will phone dismissals be accepted.

6. TARDINESS -

A. Students who are not in their classes when the 7:45 bell rings will be marked as absent by the teacher and must report to the main office.

B. Commencing with a student's 3rd tardy to school infraction, the student's attendance record will be examined. Upon reaching a 6th tardy, the student will speak with the administrative assistant for student services and a consequence may be issued to the student (office detention). The goal is to emphasize the value of class time, yet subsequent infractions may lead to an in-school suspension. Students who are more than 15 minutes late will be marked absent from that class, which could contribute to an attendance failure.

C. Tardiness to school may be excused with a written note from a parent indicating the extenuating circumstance. The administration will review each note on a case-by-case basis so as to make a determination. For chronic tardiness, the administration reserves the right to issue alternative consequences, as needed (social probation, suspension from co-curricular activities, driving privileges revoked, etc.).

D. The tardy count accumulates throughout each semester and will be reset after the first semester. This tardy procedure and consequences are in alignment with our school mission by promoting high academic standards and encouraging students to accept responsibility for their actions.

7. APPEALS -

The attendance policy at MVHS is a means by which students, parents, teachers, and administrators accept accountability for student attendance. It is not the school's intent to penalize students for unusual or extenuating circumstances. If a student has been responsible for his or her attendance yet has still exceeded the acceptable number of absences due to circumstances beyond his or her control, the student should bring this fact to the attention of the administration of Merrimack Valley High School. The appeal process should be made to the Attendance Appeals Committee. All attendance appeals must be submitted within 15 school days of report cards being published.

Please Note: All documentation must be presented to the main office within (5) five school days of the student returning to school after his / her absence. All attendance appeals must be submitted within (15) fifteen school days of report cards being published.

BOOKS AND EQUIPMENT

Students are responsible for all textbooks, reference books, library books, and other materials assigned to them or which they may have occasionally utilized. It should be noted that the school must be reimbursed for materials that are lost, damaged, or stolen. Students with outstanding accounts will be placed on social probation, and will be unable to participate in school functions or to obtain school records. In the event a student plans to unenroll at MVHS, their 1:1 Chromebook must be returned to the school.

BULLYING

MVSB Policy JICK: Pupil Safety & Violence Prevention - BULLYING

I. DEFINITIONS

- A) Bullying. Bullying is 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 a pupil which:
- I. Physically harms a pupil or damages the pupil's property;
 - II. Causes emotional distress to a pupil;
 - III. Interferes with a pupil's educational opportunities;
 - IV. Creates a hostile educational environment; or
 - V. Substantially disrupts the orderly operation of the school.
- Bullying includes 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. Bullying occurs when a communication or action described above occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property. Bullying may also occur when a communication or action described above occurs off of school property or outside of a school-sponsored activity or event, if the communication or action interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.
- B) Cyber-bullying. Cyber-bullying is any conduct defined as "bullying" that is undertaken through the use of electronic devices. For purposes of this policy, all references to "bullying" shall include "cyber-bullying".
- C) Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
- D) Parent. Any reference in this policy to "parent" shall include parents and legal guardians.
- E) Perpetrator. A perpetrator is a pupil who engages in bullying.
- F) School Property. School property includes all real property and all physical plant equipment used for school purposes, including public or private school buses or vans.
- G) Victim. A victim is a pupil against whom bullying has been perpetrated.

II. GENERAL STATEMENT OF POLICY

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.

III. RETALIATION

Retaliation against a victim, witness, or any person who in good faith provides information about an act of bullying is hereby prohibited. For purposes of this policy, retaliation includes the making of false accusations. When an alleged incident of bullying is reported, the Building Principal shall be responsible for determining whether a plan to protect pupil(s) from retaliation should be implemented. The building principal will make this determination on a case-by-case basis after considering the circumstances of the alleged incident. If the Building Principal determines that a plan is necessary, the plan may include rearranging student schedules, stern warnings to alleged perpetrators, temporary removal of privileges, or any other means necessary to protect against possible retaliation.

IV. DISCIPLINARY CONSEQUENCES

The Board reserves the right to impose disciplinary measures against any pupil who commits an act of bullying or retaliation. Disciplinary measures may include, but are not limited to, suspension and expulsion. In addition, the Board encourages the administration and staff to use alternatives to traditional discipline including, but not limited to, early intervention measures, alternative dispute resolution, and conflict resolution.

V. NOTICE OF POLICY

The Superintendent shall provide a copy of this policy to pupils, employees, regular school volunteers, and parents on an annual basis. The Superintendent will determine the appropriate method for providing the policy (employee handbook, student handbooks, mailing, etc.). On an annual basis, the Superintendent will provide a copy of this policy to all companies under contract with the District, whose employees have contact with pupils. This policy will also be posted on the District's website. The Board may, from time to time, hold public forums regarding bullying in which this policy will be distributed and discussed.

VI. REPORTING PROCEDURES

At each school, the Building Principal shall be responsible for receiving reports of alleged incidents of bullying. Any pupil who believes s/he has been the victim of bullying or who has witnessed an alleged act of bullying should report the alleged acts immediately to the Building Principal. If the pupil is not comfortable reporting an alleged act of bullying to the Building Principal, the pupil may report the alleged act to any school employee or volunteer. Any school employee, volunteer, or other person who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred, shall report the alleged act to the Building Principal as soon as possible, but no later than the end of that school day. Upon receipt of a report of alleged bullying, the Principal shall commence an investigation consistent with the provisions of Section VIII of this policy.

VII. NOTICE TO PARENTS

Within 48 hours of receiving a report of bullying, the Building Principal shall notify the parent(s) of the alleged victim and the parent(s) of the alleged perpetrator. Such notification may be made by telephone, in writing, or by personal conference. The date, time, method, and location (if applicable) of the notification should be noted in the Building Principal's investigation report. All notifications shall comply with the Family Educational Rights and Privacy Act of 1974 ("FERPA"). The Superintendent, or his/her designee, may grant the Principal a waiver from the 48-hour notification requirement if the Superintendent, in his/her sole discretion, determines such waiver to be in the best interests of the alleged victim or alleged perpetrator. Any such waiver must be granted within 48 hours of the receipt of a report of bullying and be in writing.

VIII. INVESTIGATION

Within 5 school days of receiving a report of alleged bullying, the Building Principal, or his/her designee, shall initiate an investigation. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. If the report includes an alleged incident of cyber-bullying, the Principal may ask pupils and parents to provide electronic or printed copies of e-mails, text messages, website pages, or other similar electronic communications. The Building Principal shall complete the investigation no later than 10 school days after the initial report of alleged bullying is received. In the event where more than 10 school days is needed to complete the investigation, the Superintendent may extend the time period of the investigation for up to an additional 7 school days. The Superintendent's decision to extend the time period of the investigation must be in writing. If an extension is granted, the Superintendent must notify all parties involved of such extension. After completing the investigation, the Building Principal, in his/her sole discretion, shall determine whether a violation of this policy has occurred. The Building Principal shall be responsible for developing a response to remediate any substantiated incident of bullying. The response shall be designed to correct the problem behavior, prevent another occurrence of bullying, and protect pupils from retaliation. Where appropriate, the response may include offering assistance to the victim or the perpetrator. The Building Principal shall document the results of the investigation, including any response to remediate a substantiated incident of bullying, in a written report.

IX. COMMUNICATION UPON COMPLETION OF INVESTIGATION

The Building Principal shall report all substantiated incidents of bullying to the Superintendent or his/her designee. No later than 10 school days after the completion of an investigation, the Building Principal shall notify the parent(s) of the alleged victim and alleged perpetrator of the results of the investigation. Where appropriate, and consistent with federal and state law, the Building Principal will provide parents with information regarding any response to remediate a substantiated incident of bullying. Such notification may be made by telephone, in writing, or by personal conference.

X. 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 on each school bus informing the occupants that such recordings are being made. The recordings are the property of the school district and shall only be retained for a period not to exceed ten (10) days, unless the district determines the same to be relevant to a disciplinary proceeding or court orders that they be retained for a longer period of time. Otherwise, all recordings shall be erased or otherwise destroyed within the ten (10) day period. An audio recording shall only be reviewed if there is a report of an incident or a complaint relative to conduct on the school bus, and only the relevant portion thereof shall be reviewed. Only those persons authorized by the Superintendent shall review any recording. The parents or legal guardian of any student against whom a recording is used as part of a disciplinary proceeding shall be permitted to listen to that specific recording.

BUS CONDUCT

The Merrimack Valley School District believes that there are basic traits all students need to possess in order to assure that their school environment is a safe and productive place. These traits include self-discipline, integrity, honesty, respect for others, kindness, compassion, courage to do what is right, good judgment and citizenship, and they must take responsibility for their own actions. The joint support of parents and administration is critical to the success of these policies. To this end, the District has adopted the following safety code to protect those students who are transported via school busses:

Bus Conduct Warning Report – Normally, a student will receive one of these write-ups 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 the 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, who must have it signed by their parent/guardian and returned to the driver within two (2) school days. If the form has not been returned within the 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 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, drug use, 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.

Suspensions – All suspensions are immediate in accordance with RSA 189:9-a, 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.

- I. 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.
- II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' 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 Personnel Administrator (753-6561) or Transportation Supervisor (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.

[MVSD Transportation](#)

CELL PHONE, COMMUNICATION, & RECORDING DEVICES

MVSB Policy JICJ: Communication and Recording Devices

Given the importance of a distraction-free learning environment, Merrimack Valley School District prohibits student use of mobile phones, airpods / bluetooth headphones, smart watches, and other electronic devices during class time, unless explicitly authorized by the administration. The state of New Hampshire passed HB 206 - *"School boards shall develop and adopt a policy governing student cell phone use in schools. Such policy shall prohibit personal device use by students during the school day and be implemented school-wide, with approved exceptions determined by student medical, disability or language proficiency need. Such policy shall be developed in collaboration with any applicable local educator associations and school district parents and shall be reviewed and updated annually. School district policies shall not prohibit students with disabilities from using a device to support their learning as identified by their individualized education program (IEP), plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C 794, or when required to support emergent multilingual students with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964."*

ELECTRONIC DEVICE GUIDELINES & PROTOCOL

1. Students may only use their school-issued Chromebook during class time, provided the teacher has authorized its use. Hard-wired headphones may be connected to Chromebooks, provided the teacher has granted permission.
2. All electronic devices (mobile phones, earbuds, headphones, watches, etc.) must be away (out of view) and powered-off at all times from when the **first bell rings to start instructional time until the dismissal bell rings to end the academic school day.**
3. In the event a student is observed with an unauthorized electronic device, the following steps will be taken:

1st Offense - Students will turn the device into the main office/student services for the remainder of the school day. Verbal warning issued by administration

2nd offense subsequent offenses - Students will turn the device into the main office for the remainder of the day. A disciplinary referral will be written. Parent/guardian contact.

Subsequent Offenses - *The student may be issued in-school or out-of-school suspension and a meeting with caregivers may be required.*

Parents are asked to not call or text message students during regular school hours. If an emergency should arise, please call the main office at 603.753.4311.

CHROMEBOOK EXPECTATIONS

MVHS is fortunate to provide all students with a device to use at school and at home. The [Guidelines and Student Expectations](#) document outlines the proper care and use of the Chromebook.

CLASS RANK / HONORS

Merrimack Valley High School no longer ranks students by an individual number. As such, we do not identify a graduating valedictorian and salutatorian. Instead, students are recognized according to the following levels of academic achievement:

* <u>Cum laude</u>	("with honor")	- Students with a 3.50 to 3.74 GPA
* <u>Magna cum laude</u>	("with great honor")	- Students with a 3.75 to 3.99 GPA
* <u>Summa cum laude</u>	("with highest honor")	- Students with a 4.00 to 4.00+ GPA

CLASS STANDING (MINIMUM QUALIFICATIONS)

Students are promoted to the next grade level based on credits accumulated at the close of each school year. If students complete grade recovery over the summer, they have until September 26th to post those grades to their transcript through a meeting with their counselor.

No grade level changes shall occur after September 26th, with the exception of juniors who complete a viable plan to graduate in June of that year, and have met all benchmarks and requirements during Semester 1. These students may be promoted to Grade 12 in January.

Grade 10: a student must earn 6 credits
Grade 11: a student must earn 13 credits
Grade 12: a student must earn 18 credits

CODE OF CONDUCT FOR SPECTATORS AT ATHLETIC EVENTS

MVHS strives to cultivate sportsmanship and goodwill across its student body.

1. Consider all athletic opponents as guests and treat them with courtesy like you do with friends and guests.
2. Accept all decisions of officials as final without questions.
3. Do not hiss or boo a player or an official.
4. Do not utter abusive or irritating remarks from the sidelines.
5. Do not attempt to rattle an opposing player; e.g., players attempting a free throw.
6. No horns or noisemakers are allowed.
7. Seek to win by fair and lawful means – according to the rules.
8. Win with honor – lose with dignity.

Each student, parent, friend and player should do his / her best throughout the game to abide by sportsmanship. Have spirit, support our teams, and please do it the right way. Failure to abide by this code may result in removal from an event, possible social probation, and/or other discipline as required.

COMMUNITY SERVICE

As part of a MVHS graduation requirement, students must serve and document 24 hours of community service prior to their junior year. In addition, with approval a student may also earn a credit by completing and documenting 135 hours (see Counselor for details). 24 hours of service must be completed for a student to be granted senior/junior release.

Community service must be completed through a non-profit or government entity; students may also work with the elderly. Proof of completion must be documented / signed by the entity in which the service was completed. Community service hours cannot be completed for a family member or at MVHS (without prior approval), nor can students be compensated for their effort.

COURSE CHANGES

The master schedule is a complex structure that is built while balancing student graduation requirements, student course requests, and the parameters set forth in the Collective Bargaining Agreement with the MVEA. Because schedules are developed months in advance, course changes after the start of a semester will only occur under extenuating circumstances. Scheduling changes can only be approved by the School Counseling Department. Students must carry a full load of courses; exceptions may be made to those seniors who are in good academic standing and on-track to graduate.

Please Note: After the "add / drop" period has ended (first 5-days to open each semester) the student's counselor will speak with the content Area Coordinator. Only an Administrator can authorize the withdrawal from a course. In the case of an approved extenuating circumstance, a withdrawal code (WD) will be recorded on the student's MVHS transcript with no impact to a student's GPA. Otherwise, a withdrawal-fail (WF) will be recorded on the student's MVHS transcript, the Grade Point Average in that course would be zero.

COURSE SELECTION

Merrimack Valley High School offers a wide variety of courses, allowing students to pursue a variety of interests. As a requirement within our transition to a 7-period day, 9th, 10th, and 11th graders are required to be enrolled in 6 classes per semester, while 12th graders are required to be enrolled in 5 per semester. In an effort to assist students with respect to knowledgeable course selection, the following suggestions are offered:

2-Year College Program:

4 years of English
4 years of Math
2 years of Social Studies
2 years of Lab Science

4-Year College Program:

A minimum of 4 years of English
A minimum of 4 years of Math
A minimum of 3 years of CP Science
A minimum of 2 years of Social Studies
A minimum of 2-3 years of World Language

DANCES

High school dances are for students in grades 9-12. Students are expected to dress appropriately and to behave in an acceptable manner. Once students and guests enter the building, they may not leave and return. All school rules are in effect at all social events, wherever they may be located. Guests who are not MV students must be approved in advance by an administrator.

Please Note: Outside guests over the age of twenty (20) will be prohibited from attending MVHS dances / socials. The following dance guidelines must be adhered to at all times:

1. Students must be present for the entire school day on the day of the dance. If the dance takes place on a Saturday, students must be present on the entire school day on Friday.
2. 100 tickets must be sold to all dances at least a week (Friday before) in advance.
3. Each MV student may purchase 1 or 2 tickets. Guests (non-MV students) must complete the required paperwork in order to be considered for attendance to prom.
4. Students must wear appropriate dress while in attendance at school dances.
5. Glow-sticks are not permitted at school dances.
6. Dance conduct cannot be offensive to other students or chaperones.
7. The capacity of all dances is 300 students unless an administrator approves more tickets.
8. Class advisors will chaperone each dance sponsored by their class. Additionally, a minimum of four teachers and an administrator will attend a dance to help chaperone students.
9. All class advisors will chaperone the Homecoming and Winter Carnival Dances.
10. Outside guests over the age of 20 will be prohibited from attending the dance.

DELAYED OPENINGS / SCHOOL CLOSURE

The district utilizes Call Multiplier to notify families of closures and delays. When the decision to close or delay is reached, an alert phone call will go to all households. Parents are responsible to designate the phone number to be called and keep this information current and up to date. All efforts are made to reach a decision in a timely manner. The WMUR, Channel 9 also carries closings and delays. You can view their website at www.wmur.com. This information is updated regularly. Delays and Closings are also posted on the Merrimack Valley School District website at www.mvsdpride.org.

Please Note: During the school year, the MVSD may employ Inclement Remote Learning days when school is canceled. Only the Merrimack Valley Superintendent of Schools has the authority to activate a Remote Learning day. When a Distance Learning day is issued, students will receive direct instruction and/or complete work at home, thus eliminating the need to make-up for the canceled day of school at the end of the year.

DISCIPLINARY PROCEDURES

School safety and academic success are created and strengthened when students effectively and actively are engaged in their learning, when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes. Disciplinary action may be required as part of the interventions necessary for academic success. No discipline policy can be all-inclusive. The administration continues to have the authority to forbid behaviors that are disruptive to the orderly running of the school, as well as the disciplinary action that is issued. School discipline includes systems of support, interventions and consequences which are designed to correct student misconduct and promote behavior within acceptable norms.

Please Note: Images associated with hate, racism, and/or violence will not be tolerated at MVHS.

Merrimack Valley High School's disciplinary procedures categorize infractions into four levels of severity. Level 1 infractions are the least severe and may result in teacher detentions or, in some cases, office detentions. Level 2 infractions are more serious and typically involve administrative intervention, with consequences such as in-school suspensions. Level 3 infractions can lead to in-school or out-of-school suspensions, and may also involve police notification. The most severe infractions, Level 4, are violations of the Safe Schools Act and often result in out-of-school suspensions, police notification, and superintendent involvement. The school aims to address disciplinary issues fairly and consistently, with consequences that are appropriate to the severity of the offense.

Teacher Detention:

Provides the staff and administration with an appropriate sanction for inappropriate behavior. Teacher detention may be assigned for inappropriate classroom behavior, and tardiness. If a student fails to report to teacher detention as assigned, then a referral to the administration will be made.

Office Detention:

Is viewed as an alternative to suspension for certain rule infractions, which includes but is not limited to class cuts.

Office detentions may take place on Saturdays. Saturday Detention at Merrimack Valley High School provides a

formal study period on Saturday mornings for those students assigned this type of intervention. Students will be assigned to attend Saturday Detention by an administrator for a period of 2 hours. Saturday Detention may only be rescheduled with prior administrative approval. Students will report to the main entrance by 8am on the assigned day and stay until 10am. The adult on duty will not admit students who are late. Students who miss the assigned day or show up late will be assigned to an in-school suspension for a minimum of one day. Students must bring homework or serious reading materials that will promote better study skills and foster learning during the assigned time. The school is not responsible for the transportation of students to and from Saturday Detention.

Rules for detentions include, but are not limited to:

- No eating
- No phones
- No headphones/earbuds
- No talking
- No sleeping

Pass Restriction:

Students will require adult supervision when leaving the classroom for any reason.

Individual Behavior Plans:

Plans may be developed in addition (or in lieu) of traditional consequences.

Structured Days:

Allows for full access to instruction without any privileges as an alternative to ISS. Upon entering the building, students will report to the main office and then will be walked to each class. Lunch and break will take place in student services or the Student Success Room. In addition, students may be required to serve an after school detention.

In-School Suspension:

Is an administrative option designed to allow students so that they can continue to participate in the educational environment; students on in-school suspension are not allowed to participate in extracurricular activities during the period of suspension, but do receive academic credit for work completed.

Students on in-school suspension are expected to:

1. Report to the main office upon entering the building.
2. Bring all necessary study materials.
3. Complete assigned work.
4. Follow all posted rules.
5. Attend the full day of school

Out-of-School Suspension:

Is necessary when student behavior is dangerous to others or interferes with the operation and management of the school. Although suspensions usually begin the following school day, they may begin any time at the discretion of the Administration. Students who are suspended may not participate in extracurricular activities during the period of suspension and are not allowed on school grounds.

Social Probation:

Is assigned to students who commit serious infractions, are identified as habitual offenders of school rules or have outstanding accounts with the school. Students on social probation may not be on school grounds beyond the time school is in session (7:30-2:45). This includes all social and co-curricular activities unless Administrative permission has been granted for participation.

Remember the following rules are in effect at MVHS:

- Skateboards, rollerblades, and/or bicycles may not be used on school grounds. They should not be carried throughout the building and should be placed in student lockers or the main office. See "Helmets and Head Protection" for more information.
- * Public display of affection and sexual activity as defined by Administration is not permitted on school grounds. Consequences will be determined based on the specific violation.

DRESS CODE

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taste should be guideline enough. In the event a particular dress style detracts from the educational process

and/or atmosphere, promotes dangerous or illegal activity, constitutes a threat to the safety and health of self or others, promotes hate / intolerance, or is in violation of lawful statutes, the school will take corrective action. Tops must completely cover the midsection.

DRIVING TO SCHOOL / PARKING ON CAMPUS

Only juniors and seniors may purchase parking permits at MVHS. Because space is limited, permits will only be issued to eligible sophomores under extenuating circumstances.

Once the parking application is submitted, along with a \$10 payment, parking permits will be issued with no number. It is a first come first serve to park each day. All student parking will be assigned in the parking lot between the high school and middle school. There will be an overflow lot outside of the cafeteria. Once purchased, parking permits must be displayed in a visible location.

Please Note: Students who drive to school and park on campus without a parking permit will be subject to office detention, in-school suspension, out-of-school suspension, and/or vehicle towed at owner's expense. Parking privileges may be revoked for any reason at the discretion of the MVHS administration. In an effort to ensure a safe environment, administrators may search any vehicle that is parked on campus, under reasonable suspicion that illicit contraband exists within.

Lot assignments -

- Faculty parking will be located on the cafeteria side of the school.
- Junior and Senior parking will be located in the parking lot between the high school and middle school.
- The number on the parking permit will coincide with the assigned parking space (for both students and staff).

Permit application process -

- Students must apply for a parking permit in order to ensure the following information is on file:
 - Access to automobile
 - Copy of vehicle insurance binder
 - Copy of valid driver's license
 - Signature of parent or legal guardian

Please Note: Students who engage in reckless driving on campus will have their parking privileges revoked indefinitely, and the Concord Police Department will be notified. Students traveling off-site (MVLC, CRTC or WAG) must use school transportation. In order to access another means of transportation, the student must receive administrative approval in advance. Parking privileges may be revoked for any reason at the discretion of the administration. In an effort to ensure a safe learning environment, administrators may search any vehicle that is parked on campus, under reasonable suspicion that illicit contraband exists within.

DRUGS AND ALCOHOL

Schools are intended to be a safe environment for learning. It is the policy of the Merrimack Valley School District to work with families and community members to ensure that all school buildings, premises, vehicles on school grounds, buses, school functions including athletic events, field trips, and other co-curricular activities shall be safe environments.

Merrimack Valley High School is a drug-free zone. If a student is found to be in possession, under the influence, selling or distributing illegal drugs, performance enhancement supplements, or alcohol on campus, in the building, at a school activity or on a school-related trip, students can expect a 10-day out-of-school suspension, police notification, and referral to the Superintendent.

Please Note: The Superintendent reserves the right to increase the length of the suspension up to 20 days. In addition, the Superintendent may request an expulsion hearing before the School Board. *Students may also be required to participate in a counseling program as a condition of their return to school.

EXTENDED LEARNING OPPORTUNITIES

MVHS takes great pride in providing its students with opportunities for additional learning in a variety of settings. Extended Learning Opportunities (ELO) represent non-traditional and/or online educational experiences that focus on the interests and talents of the individual student. Because Extended Learning Opportunities offer the ability to acquire knowledge and skills through rigorous and relevant hands-on activities outside of the traditional classroom setting, students of all abilities have the option to access this learning platform.

An ELO credit is not awarded based on a designated amount of seat time. In order to successfully demonstrate mastery of the identified competencies (learning goals) for each ELO and earn full credit, students must maintain a reflection or application journal, engage in a variety of learning activities designed through a collaborative process,

complete a number of formative and summative assessments relative to their learning goals, create a final product that provides value to the ELO program, and present the overall experience of their ELO to the designated Highly Qualified Teacher (HQT), ELO Coordinator, and/or Mentor (when applicable). Due to state regulations, Extended Learning Opportunities will be assessed via rubrics that are connected to competencies and state standards. All Extended Learning Opportunities are subject to administrator and/or ELO Coordinator approval. MVHS students may earn up to five (5) credits via [Extended Learning Opportunities](#).

Application Process

1. The application is to be completed by the student / parent / guardian seeking approval for the extended learning opportunity.
2. The application should be completed and submitted at least 30 school days prior to the beginning of the proposed program. However, short-term notice opportunities may present themselves to students from time to time, but this does not mean they are exempt from the process. As such, the Principal may grant waivers to the 30-school day submission-requirement at his/her discretion, provided all other application criteria are satisfied. Such waivers will be granted on a case-by-case basis. All required information must be attached to the application.
3. A committee composed of the student's school counselor, appropriate area coordinator, and an administrator will review the application and a decision will be made within 15 school days of receipt of the application. The student will be notified in writing of the status of the application. If additional information is requested, the information must be submitted by the student to the committee within one week of receipt of the request.
4. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program shall jeopardize the student's ability to earn credit for the ELO. The student and parent/guardian recognize that in the event the student withdraws from an approved program the District cannot guarantee placement in an equivalent District-offered course.
5. The District reserves the right to determine the number of credits to be awarded for each Extended Learning Opportunity. Any credits earned will be calculated towards the overall Grade Point Average if a letter grade is granted. Courses taken on a pass/fail basis are not included in GPA calculations. The course name and actual grade earned will be noted on the student's official transcript.
6. Students at Merrimack Valley High School are limited to attaining a maximum of 5.0 credits through approved Extended Learning Opportunities.
7. Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent / legal guardian and returned to the district before beginning the program.
8. Extended learning opportunities at off-campus sites may require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

Evaluation Criteria

The Principal or designee will evaluate all applications. At a minimum, all applications must meet the following criteria:

- Provide for administration and supervision of the program
- Provide that certified school personnel oversee and monitor the program
- Require that each extended learning opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards

If a student is unable to complete the extended learning opportunity for valid reasons, the Principal, Principal's designee, or assigned Highly Qualified Teacher will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience to fulfill the requirements. If a student should cease to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure. In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Reference: MVSB Policy IHBH

FERPA: DIRECTORY AND SCHOOL INFORMATION

The Family Educational Rights and Privacy Act ([FERPA](#)) will afford parents and students 18 years or older ("eligible students") certain rights with respect to the student's education records. Those rights are:

The right to inspect and review the student's education records within 14 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 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.

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.

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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District in compliance with the requirements of FERPA. The name and address of the Office that administers 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 students, provided that a written request to that effect is received by the building Principal by September 30, (each school year). 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 phone listing provided to military recruiters, please notify the building Principal in writing by September 30th.

FINAL EXAMS

Final examinations will assess course competencies as stated in a course disclosure signed at the start of a course. These assessments may include tests, demonstrations, portfolios or other formats, and can vary from each course. Exams can impact passing a class.

FIRE DRILLS

Fire drills will be held on a regular basis. All students and staff are to exit immediately according to fire drill signs. Other emergency procedures will also be practiced throughout the school year.

<https://sites.google.com/mvsdpdpride.org/emergency-preparedness/home>

FOOD DELIVERY

Students cannot have food delivered to the high school via the restaurant itself or using a food delivery service such as Door Dash.

FUNDRAISING

The unauthorized sale of any material or object in or around school without permission from administration is prohibited. The School Board strictly governs the door-to-door solicitation by students. As a courtesy to our community, this practice is only permitted in limited situations. The school maintains an updated list of school approved fundraisers on the district website. Selling food and/or drink during school hours is prohibited.

GRADING

Merrimack Valley High School will continue to use a competency-based grading and reporting system for all of its courses. The purpose of this section is to provide parents and students with an overview of this system.

What is a competency?

A competency is the ability of a student to apply content knowledge and skills across the content area(s).

Course-Based Competencies: Each course at Merrimack Valley High School has anywhere from 2-4 competencies that are specific to each course. These competencies are the “big ideas” of the course and answer the question: *What is it we want our students to know and be able to do in this course?*

Pass / Fail Option: Students may not take more than four courses pass / fail during their high school career. A passing grade is not included in the calculation of GPAs but will be included on the transcript. A failing grade will be included in the calculation of GPAs and will be included on the transcript. Students must complete a pass / fail form through their respective school counselor prior to the add / drop deadline at the start of the course to qualify for the pass / fail option.

TOTAL POINTS / BODY OF EVIDENCE

Under the grading and reporting system used at MVHS, every assessment (both formative and summative) will carry a point value that makes up a “body of evidence” under each competency area. The total points accumulated in the “body of evidence” under each competency area will determine whether or not the student has met the standards for that competency. The minimum score for meeting the standards (“passing”) within a competency area will be 70% of the total points available. The score for each competency area will be calculated by taking the total points earned for every assessment and dividing it by the total points assigned for every assessment.

- A summative assignment will be worth between 100 - 200 points
- A formative assignment will be worth between 1 - 20 points

Please note, points within the assignment can be broken down across various competencies and the total points for each assessment will be based on the time spent and complexity of the task(s).

Formative Assessment: A formative assessment measures learning and can be broadly described as a “snapshot” that captures a student’s progress through the learning process. A formative assessment explains to what extent a student is learning a concept, skill, or knowledge set. The purpose of formative assessments is to inform instruction. The point value (1 - 20 points) assigned to formative assessments will be significantly less than summative assessments. Examples of formative assignments include: class work, homework, and quizzes.

***Deadline - Formative Assessment:** A student who fails to meet a formative assessment deadline will be issued a zero. Although the missing formative assessments may be submitted late, the completion of the assignments would not result in the student earning points. The submission of missing formative assessments could be viewed as evidence that a student has demonstrated an appropriate readiness to retake a summative assessment (per retake guidelines).

Summative Assessment: A summative assessment is a comprehensive measure of a student’s ability to demonstrate the concepts, skills, and knowledge embedded within a course competency. A summative assessment is linked to one or more of the course competencies, and the point value (100 - 200 points) assigned to each summative will be significantly greater than formative assessments. Examples of summative assignments include: research projects, presentations, labs, essays, tests, and other similar performance tasks.

***Deadline - Summative Assessment:** A student who fails to meet a summative assessment deadline would be issued a zero. In these cases, the student would be granted 10 school days in which to complete / submit the missing summative.

Each academic department reserves the right to deduct points on any summative that is submitted within 10 school days of the original due date. Moreover, by missing the original due date, the student would not be eligible to retake the summative assessment.

***Retake - Summative Assessment:** Upon receiving feedback on a completed summative assessment, a student will be eligible to retake the assessment within 10 school days provided that he or she has demonstrated to the instructor an appropriate readiness to do so. Students are only permitted one retake per summative assessment. The student would receive the higher of the two grades. Students who fail to meet the original summative assessment deadline will not be eligible for a retake.

COURSE WEIGHT

All courses at Merrimack Valley High School are weighted equally in the calculation of Grade Point averages (GPA). Commencing with the class of 2020, MVHS will report Grade Point Averages (GPA) on an un-weighted basis.

STUDENT ABSENCE / MAKE-UP

When a student is absent from school, he or she (or his / her parent) will have two days to coordinate with the teacher a plan to complete the missed assignments / assessments.

COURSE CREDIT

In order to receive course credit, a student must earn a “passing” score of 70% or higher in each competency area. If a student has earned an overall “passing” score in the course (70% or higher) yet has not earned a passing score (70% or higher) in each competency area, he or she must recover the failed competency area / areas within the identified timeline in order to earn credit for the course. In these cases, the teacher and student would collaborate to create a recovery plan.

FINAL GRADE

If a student has met competency in each area, the final grade in the course would be calculated by taking the total number of points earned under all of the competency areas and dividing it by the total number of points assigned under all of the competency areas.

LETTER GRADE CONVERSION SCALE

The student's numeric grade in the course would be determined by taking the total points earned in all of the competency areas and dividing it by the total points assigned in all of the competency areas. The Body of Evidence in each competency area determines the number of points respectively. Each competency area impacts the overall grade by the number of points it contributes to the total available in the course.

COURSE GRADE			
LEVEL	GPA LETTER	NUMERIC	PERFORMANCE DESCRIPTORS FOR ACADEMIC STANDARDS
DISTINGUISHED	4.33 A+	98 - 100	The student has consistently exceeded the grade-level performance standards in each competency area.
	4.00 A	93 - 97.9	
	3.67 A-	90 - 92.9	
PROFICIENT	3.33 B+	87 - 89.9	The student has consistently met the grade-level performance standards in each competency area. In the rare event a student has not passed a competency area with a score of 70% or higher, the student must recover the competency before earning credit for the course.
	3.00 B	83 - 86.9	
	2.67 B-	80 - 82.9	
BASIC	2.33 C+	77 - 79.9	The student has met the minimum grade-level performance standards in each competency area. Should a student not pass one or more competency areas with a score of 70% or higher, the student must recover the competency area(s) before earning credit for the course.
	2.00 C	73 - 76.9	
	1.67 C-	70 - 72.9	
FAILED COMPETENCY	0.00 FC	0 - 69.9	The student has not met the minimum grade-level performance standards in one or more competency areas. In order to earn credit, the student must recover those failed competency areas. Only students who earn a course grade of 50 - 69% may recover competencies; those who score 0 - 49% must retake the course.

COMPETENCY RECOVERY

Students will be able to recover failed competencies in real time during the course as well as during Final Exam week. Students will no longer have 5 days beyond the end of the course.

- [Real-Time Competency Recovery Protocol \(link\)](#)

Each recovery plan will contain the following information:

- Competency to be recovered
- List of previously failed assessment(s) the recovery grades will replace
- Due date
- Assignment(s) to Complete
- Criteria for grading

GRADUATION REQUIREMENTS

In order for seniors to be eligible to participate in the graduation ceremony, all graduation requirements must be completed prior to the identified deadline each year. Moving forward, the deadline is the Friday the week before graduation. For example, if graduation is set for Saturday June 10, then the senior deadline is Friday, June 2 (each

year MVHS will conduct its graduation ceremony on the 2nd Saturday in June). Only students enrolled at MVHS may participate in the commencement ceremony. Credits are broken down into required and elective categories. A required credit is one that every student must take and pass in order to graduate. An elective credit is one that the student chooses to take because of interest or aptitude.

How many credits will students need?

Class of 2025 (and beyond) 23 credits

DIPLOMA PATHWAYS

In an effort to help students identify an area of interest (or expand upon an area of interest) prior to entering college or a career, sophomores will annually select a diploma pathway that will guide their course of study throughout the remainder of their time at MVHS. Students may elect a specific pathway from the following options: Arts, Career-ready, General Studies, Humanities, STEM, or the State Standard 20-credit diploma pathway. Each diploma pathway will meet the New Hampshire minimum requirements for graduation. Students who wish to work toward completing the 20-credit diploma pathway must schedule a meeting with their school counselor so as to discuss the approval process which must be completed prior to the start of their senior year.

Diploma Pathways - Class of 2025 (and beyond)

In addition to the prescribed pathway above, students must complete the following graduation requirements:

1. Community Service (24 Hours)

All students must complete and document a minimum of 24 hours. Students who complete 135+ hours of community service will be awarded 1.0 elective credit.

2. Project PRIDE (senior project)

All students must successfully complete a senior project prior to graduation.

[Project PRIDE](#)

3. US Citizens and Immigration Services Exam

Commencing with the class of 2024, students must pass (with a 70% or higher) the full 128 question US Citizens and Immigration Services exam developed by the USCIS as a graduation requirement. The exam will typically be administered during Civics and American History courses.

Please Note: Students must attend four years of high school to earn a Merrimack Valley High School diploma. In the event that a student and his / her parent or guardian wishes an exception to be made to the 4-year requirement, that request for exception must be submitted in writing to the Counseling Department. The request will be reviewed, using the procedure approved by the School Board for "Steps to Early Graduation."

* In an effort to meet the State requirement, the fourth year in mathematics may also consist of a math-like course such as engineering, accounting, and/or physics. The following courses would fulfill the "math experience" requirement:

*Applied Conceptual
Introduction to Design, Robotics, and Drones (PLTW)
Applied Chemistry
CP Chemistry
Accounting (PRS)
Engineering Design & Development (PLTW)
CP Physics
Dare to Repair (Home Improvement)
Introduction to Business
Data Science*

*Physics
All CRTC courses
Principles of Engineering (PLTW)
Advanced Robotics and Prototyping (PLTW)
Advanced Chemistry
Computer Game Design
Art of Woodworking
AP Physics
Personal Finance
Introduction to Computer Programming*

* All new students to the district will meet all Merrimack Valley High School requirements for graduation (unless a waiver of requirements is granted per policy). Students who have been identified as educationally disabled, and who are unable to achieve the above minimum standards, will be issued a certificate of attendance. In order to qualify, students must achieve the goals established for them in their individual education plan (IEP).

* Only students who have met all graduation requirements may participate in the June graduation ceremony. No student can march with a "blank" diploma. For students who meet the requirement at another time of year, an individual ceremony will be arranged for the student and family.

HALLWAYS

Students are prohibited from being in the hallway during class time unless they have been granted permission from a MVHS staff member. Students should not be using their electronic device while in the hallway during class. Students who abuse or compromise the integrity of leaving class--or wander the hallway during class time--will be subject to a school consequence. As part of the school consequence, these students may be placed on pass restriction.

HELMETS AND HEAD PROTECTION

The Merrimack Valley School District advocates common sense for everyone to protect against head injury. Per RSA 265:144x, all bicycle riders under the age of 16 must wear a helmet. Per Title XXI. Motor Vehicles. Chapter 265. Rules of the Road, Special Rules for Motorcycles. Section 265.122 Protective Headgear:

"No person less than 18 years of age may drive or ride upon a motorcycle unless he wears protective headgear of a type approved by the director. Such headgear shall be equipped with either a neck or chin strap."

The use of skateboards and other wheeled devices on school property are prohibited. Students who participate in ski club must wear helmets on the slope.

HOMEWORK POLICY (IKB)

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 should not be assigned for disciplinary reasons.

Teachers may give homework to students to aid in the student's educational development. When homework is assigned by a teacher, it is paramount that the assignment be well planned, organized, and connected to at least one of the following: course competency area; state and/or national standard; or course curriculum. Homework should be viewed as a formative tool, and must be assessed and returned to students in a timely manner.

HONOR ROLL / ACADEMIC ACHIEVEMENT

So as to be consistent with the process to no longer rank students for graduation, MVHS no longer recognizes academic standing by using the terminology "high honors" or "honors." Instead, students will achieve academic recognition when they meet the following criteria:

* <u>Cum laude</u>	("with honor")	- Students with a 3.50 to 3.74 GPA
* <u>Magna cum laude</u>	("with great honor")	- Students with a 3.75 to 3.99 GPA
* <u>Summa cum laude</u>	("with highest honor")	- Students with a 4.00 to 4.00+ GPA

Because the grading system at MVHS operates on a running tally of total points under each competency (across multiple terms), it should also be noted that "honor roll" will only be published at the end of each school year (term 4). In the event a Grade Point Average (GPA) is needed, for any reason at any point in time, the school can provide this information. Please refer to the grading section for more information on competencies and term reporting periods.

INCLEMENT WEATHER DISTANCE LEARNING DAYS

During the school year, the MVSD may employ "Distance Learning" days, on a case-by-case basis when school is canceled. Only the Merrimack Valley Superintendent of Schools has the authority to activate a Distance Learning day. When an Inclement Weather Distance Learning day is issued, students will receive direct instruction and/or complete work at home, thus eliminating the need to make-up the canceled day of school at the end of the year. Completion of the distance-learning assignments in each class will determine the attendance status for the day.

INSURANCE

School insurance is available at a nominal cost. All students are encouraged to take out this policy. Refer to information sent home during the first week of school regarding the school insurance.

INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

The Merrimack Valley School District (MVSD) recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the District encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources, in support of the mission and goals of the Merrimack Valley School District and its schools.

The Internet is an unregulated, worldwide vehicle for communication. Therefore, information available to students is impossible to control. The District adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on MVSD owned equipment or through MVSD affiliated organizations. Users/parents and guardians of users must understand that

neither the MVSD nor any District staff member controls the content of the information available on the Internet. Some information may be controversial and even offensive. MVSD does not condone the use of such materials.

SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES: It is the policy of the Merrimack Valley School District to maintain an environment that promotes ethical and responsible conduct in all computer and communications activities by staff and students. While the District has taken precautions to restrict access to controversial materials by using an Internet filtering program, it is impossible to filter all Internet access, and users may find ways to access controversial materials. It is the responsibility of the individual to use the Internet/intranet in a legal, ethical, responsible and considerate manner. All acceptable use of the Internet / Intranet shall conform to the established purpose and general rules and policies of computer/communications equipment use as well as school policies and standards of behavior.

PRIVILEGE

Use of the District's computer and communication equipment, including the District's Internet/Intranet systems, is a privilege, not a right. Access to the District's computer and Internet systems offer a wealth of information to improve research and productivity, and where it is available, these resources are provided to staff, students and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy. Inappropriate use will result in restriction or cancellation of access privileges. Additionally, there may be varying degrees of access to the District Systems that are and will be allowed for different users. Some levels will be determined by age or grade, while others by demonstration of acceptance or responsibility.

USER RESPONSIBILITY

It is the responsibility of the user to familiarize him/herself with and abide by the rules of this Acceptance Use Policy and make appropriate use of available resources. User responsibilities include but are not limited to:

1. Reporting any violations of this Acceptable Use Policy.
2. Using all District Systems in a legal, ethical, responsible and considerate manner.
3. Protecting personal data.
4. Using extreme caution to verify messages are sent to the correct address/user.
5. Immediately notifying administration of a system compromise or any misuse of district computer network or Internet Systems.
6. Using the computer and communication equipment in support of educational and research objectives consistent with the mission and objectives of the District.
7. Using proper codes of conduct in electronic communication. All users are representing the Merrimack Valley School District and must use proper network etiquette, which includes being polite and using resources in a safe and legal manner.
8. Ensuring that confidential information is sent under a secure medium.
9. Ensuring that all software / hardware must be pre-approved by the MVSD administration

Students are not to reveal the personal home address, last name, home phone number or the phone numbers and addresses of any other individuals. Students must notify a parent/guardian and the system administrator or teacher immediately if any individual is trying to contact them for illicit or suspicious activities. Additionally, any and all harassment of any student or staff member should be immediately reported to a parent/guardian and system administrator or teacher.

UNACCEPTABLE USE

Unacceptable use of District's computer or Internet systems may result in suspension / revocation of access privileges and/or disciplinary action. Unacceptable use includes, but is not limited to:

1. Obtaining, or providing to others illicit copies of copyrighted software, documents or other media. Only software provided by or approved by the Merrimack Valley School District may be installed on a District computer.
2. Downloading or installing any unauthorized software, including all freeware and shareware, on District computers without administrative approval.
3. Using the computer network to attempt to gain unauthorized access to any computer or communications system.
4. Using the computer or communications system for commercial, advertising, profit, or political purposes.
5. Seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
6. Using the network to disrupt the use of the network by others. Hardware, software, and/or data shall not be destroyed, modified, or abused in any way.
7. Malicious or mischievous use of the network to develop programs that harass other users or infiltrate a computer or computing system.
8. Using the computer or communication system for hate mail, chain letters, harassment, profanity, obscenity, racist and other antisocial behaviors.
9. Using the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or a file dangerous to the integrity of the network.

10. Using the network for any unlawful purpose.
11. Playing games unless specifically authorized by a teacher for instructional purposes.
12. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) is prohibited unless specifically authorized by a teacher and a system administrator.
13. Sending offensive email (racist, pornographic, or otherwise inappropriate)
14. Sending proprietary or confidential information to any unauthorized person.
15. Allowing other users access to your password and account.
16. Making changes to the operating system or network settings.
17. Using gambling, pornographic, or online auction sites / programs.
18. Using technologies to bypass the firewall.
19. Changing of wiring, connections, or placement of computers resources without administrative approval.
20. Using school resources for any cheating or academic dishonesty.
21. Using hacking, cracking, password cracking, scanners, or any other hacking or network discovery tools.
22. Attempting to circumvent any security.
23. Starting any denial of services attacks.
24. Accessing unauthorized wireless devices or any other communication devices.

DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action, including but not limited to: verbal or written warnings; restriction or revocation of access privileges; removal from a class activity; removal from a course; detention, suspension or expulsion. In addition, violations of this policy may lead to legal action including but not limited to, criminal prosecution under appropriate local, state and federal laws. Any violation of local, state, and federal laws will be reported to the proper enforcement authorities. Additionally, any user of the District's computer systems or networks, including the Internet system, who intentionally violates this policy and who intentionally damages the computer system or network shall assume legal and financial liability for such damages.

PRIVACY

Users should have no expectation of privacy. While it is not the intention of District personnel to be intrusive, users are advised that authorized District personnel shall be monitoring the system activity and content of email messages and files. This may include real-time monitoring of Internet access and/or maintaining a log of Internet activity, or attempted activity, for later review.

COPYRIGHTED AND OTHER PROPRIETARY MATERIALS

All users shall respect copyright and proprietary interests of any materials accessed through the District's systems or networks. Users may not duplicate copyrighted software, including District owned software, without permission for the copyright holder, either for personal use or the use of others. Duplicating copyrighted materials or the unauthorized use of such materials are offenses subject to criminal prosecution.

1. The district cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510et seq.), notice is hereby given that there are no facilities provided by the system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained is at your own risk.
4. The district makes no warranties (expressed or implied) with respect to:
 - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - b. Any cost, liability or damages caused by the way the user chooses to use his or her access to the network.
5. The District reserves the right to "block" at any time any sites or services that could cause bandwidth issues that affect the overall stability of the network.
6. The District reserves the right to monitor, review, and copy any communications at any time. The District reserves the right to change its policies and rules at any time.

PERSONALLY-OWNED ELECTRONIC DEVICES

All facets of the Internet and Technology Acceptable Use Policy (EGA/EGAA) apply to the use of personally owned portable electronic devices by students, faculty, and staff when on school property and/or connected to a school wireless network. Portable electronic devices include laptops, computing tablets, smart/cell phones, or any other internet-enabled device. Merrimack Valley School District is not responsible for any damage done to these devices as a result of their connection to the district's networks or its utilities. This includes but is not limited to power surges, viruses, or malevolent acts from other users. Students, faculty, and staff, who transport personal devices to and from school property and throughout the school day, do so at their own risk. The Merrimack Valley School District is also not financially responsible for the theft or any physical damage to said devices whatsoever.

LEAVING SCHOOL GROUNDS

Once a student arrives at school, he or she may not leave school grounds without permission from Administration. Arrival at school is considered when a student's respective transportation drops him or her off, even if prior to the start of school. Students who leave campus without permission will be subject to a school consequence. Students may not leave the building during break or lunch or any other time without permission.

LOCKERS

Students may request a locker for use throughout the duration of their high school career. Lockers are to be kept locked when not in use. Do not share the combination with anyone else. **DO NOT LEAVE VALUABLES IN YOUR LOCKER.** Students leaving valuables in their locker do so at their own risk.

Lockers should be cleaned out periodically. They remain the property of Merrimack Valley High School and are only lent to students. Students are not to change lockers unless approved by the office. The condition of your locker is your responsibility and as such you must maintain it in good condition, both inside and outside. Lockers are for books and clothing. No stickers or decals are allowed on or in the lockers. Lockers, as they are school property, may be searched at any time if the safety or welfare of the students is in question. Students are responsible for any damage that occurs to their assigned locker, and are not permitted to tamper with the lock mechanism. All students must sign a locker agreement before a locker will be assigned.

Please Note: The locker is school property. Therefore, school officials are entitled to conduct locker searches with reasonable suspicion. Switching lockers or sharing lockers is not permitted. Any illegal or harmful material found in a locker will be confiscated with the liability resting with the party of record.

LOST AND FOUND

If an article is lost, stolen or found, inform the main office. We will make every effort to return items to their owner.

MARKING PERIODS

Semester-long Courses:

Final grades will be published at the end of semester 1 and semester 2 respectively.

Yearlong Courses:

Final grades will be published at the end of the school year.

MEDIA CENTER (LIBRARY)

The school library media center is an integral part of the school curriculum. It serves all the students of the school, providing opportunities for research and reading for enjoyment through books, newspapers, magazines, videos, and networked computers. The library strives to maintain a diverse collection that represents various points of view on current and historical issues. This busy environment provides an opportunity for students to develop skills in locating, analyzing, evaluating, interpreting, and communicating ideas and information that they will need as adults. The library is open before, during and after school until 2:48pm every day (see posted hours): <https://sites.google.com/mvsdpride.org/mvhslmc/home>

MESSAGES / MESSAGE CENTER

The main office will take messages from parents or guardians only. Students will be notified of a message between classes, unless in the case of an emergency.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes academic excellence. All students who have maintained a predetermined average after four semesters of high school will be notified of their eligibility. Students may then apply for membership. Their applications must show excellence in character, leadership, and service. Additional information can be found by reviewing the NHS By-Laws and Constitution. [National Honor Society Website](#)

NETWORKS

Merrimack Valley High School has implemented a "Networks Program" that is designed to foster new relationships while promoting a positive school culture. Meeting on a weekly basis for 18 minutes, the Networks Program is made up of students from different grade levels. In addition to these students, a small number of seniors are also assigned to each Network group so as to expose and acclimate underclassmen to the senior project journey. The philosophical pillars of the MVHS Networks Program strive to encourage social connections, empathy, teamwork, open-mindedness, and respect. At times, enrichment and intervention (FLEX) activities will commence during NETWORK. <https://mvhs.mvsdpride.org/students/pride-block>

NON-DISCRIMINATION POLICY

Title IX of the Education Act of 1972
Section 504 of the Rehabilitation Act of 1973
Chapter I ECIA
Title VII of Civil Rights Act of 1964

Each building principal shall comply with the legislation above as follows:

- A. A copy of the School Administrative Unit #46 [Non-Discrimination Policy](#) will be posted at all district locations.
- B. A copy of the School Administrative Unit #46 [Non-Discrimination Policy](#) shall appear in:
 - 1. All teacher and/or employee handbooks
 - 2. All student handbooks
 - 3. All high school programs of study booklets
- C. A copy of the appropriate school district grievance procedure shall appear in all teacher, employee and student handbooks.
- D. All school publications shall contain a statement as follows:
"It is the policy of School Administrative Unit #46 not to discriminate on the basis of sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information"
- E. The Superintendent of Schools shall notify all employees of the district policies of non-discrimination and the grievance procedure in September of each year.
- F. For the current school year, the Superintendent of Schools designates the following as the Compliance Officers and Civil Rights Coordinators for Title IX:

Kathleen Boucher
Title IX Coordinator
Merrimack Valley School District SAU #46
105 Community Drive
Penacook, NH 03303 (Telephone No: 603 753-6561)

Andover Principal
Andover Elementary School
School Street
Andover, NH 03216 (Telephone No: 603 735-5494)

It should be noted that the Personnel Administrator oversees all areas of Title IX and investigates all allegations/claims of violation of it.

- G. For the current school year, the Superintendent of Schools designates the following person as the Compliance Officer and Civil Rights Coordinator for Section 504, Chapter I, and Title VII:

Special Education Administrator
Merrimack Valley High School
106 Village St.
Penacook, NH 03303 (Telephone No: 603 753-4311)

The School Boards of School Administrative Unit #46 hereby notify all applicants for admission, all students, parents, employees, all employee organizations, and all referral agencies, that the school districts of Andover and Merrimack Valley are 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 is prohibited by Section 504 of the Rehabilitation Act of 1973, by Title IX of the Educational Amendments of 1972, and under Chapter I EICIA and Title VI of the Civil Rights Act of 1964. Annually in September of each year, the Superintendent of Schools, School Administrative Unit #46, 105 Community Dr., Penacook, NH 03303, shall designate a person to coordinate the district's efforts in compliance with Section 504, Chapter I, and Title IV. The coordinator will receive and investigate all complaints with respect to the compliance of Section 504, Chapter I ECIA and Title VI. In addition, the coordinator will investigate any complaint of sexual harassment since it is the policy of the school districts in School Administrative Unit #46 to make every effort to guarantee an environment free of sexual harassment. Annually in September of each year, the Superintendent shall designate a person from each district to coordinate the districts' efforts in compliance with Title IX. All employees and students will be notified of the policy and grievance procedure. Any inquiries concerning the application of policy and practices by the district may be addressed to:

Director, Office of Civil Rights
US Dept. of Health, Education, and Welfare
Regional Office
140 Federal Street,
Boston, MA 20110

JIE Pregnant Students

PRINCIPAL

The Principal is responsible for the overall leadership and management of the educational facility. The Principal is available to all students, faculty, staff, parents, and community members to support the educational programming of students. The Principal empowers systemic change through building, district, local, state, and national advocacy in order to promote innovative, educational change.

REPORT CARDS AND ONLINE GRADES

Report cards will be distributed to students at the end of each semester. For a more up-to-date and convenient look at grades, please log into the parent portal of ALMA (all students and parents will be issued ALMA log-in credentials). In addition to fulfilling a weekly expectation to update grades in their digital rank book, teachers are always available to discuss student performance. <https://mvhs.getalma.com/>

SCHEDULING OF STUDENT ACTIVITIES

The Administrator for Athletics and Activities is responsible for the scheduling, coordination, and supervision of student activities. Organizations may sponsor activities as a means of raising money for their treasuries. Activities must be approved by the administration, take place on school grounds, and be entered on the activities calendar. Classes may opt to charge class dues as an additional means of fundraising. Classes or Student Council will sponsor dances. With the exception of Student Council, meetings of clubs and other organizations are to take place after school.

SCHOOL BOARD POLICY

The Merrimack Valley School Community is dedicated to the pursuit of an education that will prepare all of its members for their future. With that mission statement in mind, a number of procedures and policies have been developed and adopted by the Merrimack Valley School Board; these policies and procedures support the rights of all individuals and help bring order to our schools. To access Merrimack Valley School Board Policy, please visit the Merrimack Valley School District website at the following link: [MVSD School Board Policies](#)

SCHOOL COUNSELING

Although students see counselors for routine matters such as scheduling, course selection, long-term planning, financial aid, college admission, and failing grades, these staff members are also well equipped to assist students with personal / social problems. The counselor of record for students will be determined by the first letter of the student's last name:

Mrs. Grenier	College & Career	Mr. Ciarametaro	A - E
Ms. Billcliff	F - M	Mrs. Reardon	N - Z

Merrimack Valley High School focuses on improving the health status of adolescents through screening referrals, education and wellness programs while augmenting the existing health services currently being provided at our school and in the community. The school's goals are to integrate health care within the social framework of school; to increase access to preventive healthcare by providing accessible and affordable services; and to empower high school students to make informed health care decisions. [SCHOOL COUNSELING WEBSITE](#)

Suicide Prevention: Kathryn O'Connor (753-6561 x2004, koconnor@mvsdpride.org), or, in her absence, the building principal, shall be designated as the Building Suicide Prevention Liason, and shall serve as the building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk for suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liason, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator (Becky Kennedy). [STATE AND COMMUNITY INTERVENTION TEAMS](#)

SCHOOL GROUNDS

Merrimack Valley School District property includes but is not limited to: Washington Street School, Merrimack Valley High School, Merrimack Valley Middle School, the Merrimack Valley SAU, and Penacook Elementary School. Students are prohibited from loitering on school grounds after school.

SCHOOL NURSE / HEALTH OFFICE

The school nurse is on duty during the school day for emergencies, first aid and counseling in areas related to personal health and hygiene. In an emergency, the school's responsibility is for first aid only. First aid is treatment that will protect the life of the student until authorized treatment is secured, following which the student is to be placed under the care of the parent, whose responsibility it is to supply all subsequent treatment.

A student who becomes ill or has an accident during the school day should report directly to the health office for assistance. The nurse will assess the injury or illness and contact the parent if dismissal and or referral becomes necessary. If the nurse is not in the health office, students report to the main office for assistance and to have the absence from class recorded and excused. All health-related excused absences from class will be verified daily by the nurse and the attendance secretary.

The school contracts with a certified Athletic Trainer to be available after school hours. Coaches know how to contact the trainer to get assistance with injuries that occur in practices or competitions. School board policy states that no internal medicine will be administered to any student by school personnel except the school nurse, or under supervision by the nurse, and then only upon written order of the physician who has examined the student and prescribed medication for a particular student. Students shall never have prescription or over the counter medication in their possession without prior nurse approval. <https://sites.google.com/a/mvsdpride.org/mvhs-health-office/>

SCHOOL RESOURCE OFFICER (SRO)

The Concord Police Department maintains an office at Merrimack Valley High School. The school resource officer is available to consult with students and parents on legal matters and to help enforce the law on the school campus and in the surrounding community. The School District maintains a Memo of Understanding with the Concord Police Department that requires us to report specific acts that happen on campus or that our staff has knowledge of occurring off campus.

SENIOR / JUNIOR RELEASE

At MVHS, 11th and 12th graders who are in good academic standing, and on track to graduate, may take fewer than the required number of classes per semester. In those instances, these students may leave the MVHS campus during the identified free period(s). **Students with release must attend Networks / Flex Block.**

Students on release may arrive at school in time for their first scheduled class and must leave during unassigned blocks (free periods), unless they have been assigned to a study hall. Class schedules are not to be changed to accommodate preferred release periods. Moreover, the student release does not include the 20-minute lunchtime unless the student is not assigned to a class during period 5. Once a student leaves the building (they must first sign out at the Main Office), they are not to return to school without first signing back in at the Main Office. Students are required to supply their own transportation. It should also be noted that students may not loiter in the building or wander the hallways. Failure to comply with these regulations will result in a loss of this privilege.

In order to qualify for release, students must have their community service hours completed and submitted to the counseling office. Additionally, students must also be in good academic standing, passing all courses while being on-track to graduate with their Class.

Per NHIAA guidelines, any student participating in a winter or spring sport must be enrolled (with a passing grade) in a MINIMUM of 4 COURSES per semester to be eligible for athletics.

Please have your parent/guardian complete the [Grade 11 and Grade 12 Release Form](#) in order to have release time when you do not have a class scheduled. Even once this form is submitted, release will NOT be added to your schedule until the following requirements are met:

- Students must have completed & submitted documentation for 24 hours of community service and be in good academic standing. There will be no exceptions to this policy.

SEXUAL HARASSMENT

- [ACAA Harassment of Students](#)
- [ACAB Harassment of Employees](#)

Merrimack Valley School District will not tolerate the harassment of any student, employee, job applicant, supplier, vendor or visitor on any basis, including but not limited to: sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information or any other unlawful basis. Sexual harassment is addressed under federal and state laws and regulations. The

scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

“Sexual Harassment”: Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district’s education programs and activities:

- a. “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit, or service (such as a better grade or a college recommendation) on an individual’s participation in unwelcome sexual conduct;
- b. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies an individual’s equal access to the school district’s education programs and activities; or
- c. Sexual assault, dating violence, domestic violence, and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Title VII and New Hampshire Law

Under another federal law, Title VII, and under New Hampshire law/regulations, sexual harassment is defined differently. “Sexual harassment”: Under New Hampshire law, this means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes and innuendo and other sexually oriented statements and unwelcome advances emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. Examples of sexual harassment can include, but are limited to the following: sexual comments of a provocative nature or suggested nature, jokes or innuendoes intended for and directed to another employee; the leaving of sexually explicit books, magazines and photographs where co-workers will find them (this type of material is strictly forbidden on Merrimack Valley School District property); propositions or other similar actions unwarranted, unsolicited telephone calls, signed or anonymous, unwelcome notes or drawings placed on or in desks, bulletin boards or on work counters. Also, deliberately singling out an employee and subjecting them to demeaning or derogatory remarks; creating an intimidating, hostile or offensive work environment; making acceptance of unwelcome sexual conduct, advances or requests for sexual favors of any nature as a condition of continued employment; transferring, demoting or dismissing employees who refuse sexual advances.

This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of MVSD, co-worker, student or other non-employee who is on MVSD premises or who comes in contact with MVSD employees or students.

Administrators, supervisors, faculty, staff and those in positions of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and/or educational relationships are involved.

Unlawful harassment of any sort is a violation of the Merrimack Valley School District’s policy and prohibited by both state and federal law. An individual who believes that he or she has been subjected to sexual or other unlawful harassment should report the incident to his or her supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, you must report the problem to the Title IX Coordinator at the Superintendent’s Office. If neither of these alternatives is satisfactory then you must direct your questions, problems, complaints or reports to the Assistant Superintendent.

Any Student who believes he or she has been subject to sexual harassment should report the incident to a staff member who will inform a building administrator, who will in turn contact the Title IX Coordinator at the Superintendent’s Office.

You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of the individuals listed above. However, experience has shown that a clear statement to the person engaging in the offensive behavior may be all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

Retaliation against an individual who makes a complaint about sexual or other harassment is a violation of the Merrimack Valley School District’s policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment.

The District will determine what constitutes harassment and whether it has occurred based on review of the facts and circumstances of each situation. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. All employees, including supervisors and managers, will be subject to severe discipline up to and including discharge for any harassment or retaliation believed to have been committed.

Forms for filing complaints can be found in the office of each school building and at the Superintendent's Office. Please see school district policies [ACAA-R](#), [ACAB](#), and [ACAB-R](#) for the complete policies.

Administrative Rules
ED 303.01 (j)

SMOKING DEFINED

Smoking is dangerous to the health of students and adults. Smoking on school property is a violation of state law. Students shall be in violation of the smoking regulation if they are seen in possession of a lighted cigarette (including electronic cigarettes and vaporizers); are seen discarding a lighted cigarette; are observed exhaling smoke or vapor; are involved in multiple use of the same bathroom stall, etc., and there is evidence of smoking. The punishment shall be suspension and Police notification. Students who are under the age of 18 may be issued a summons. This includes electronic cigarettes and liquid nicotine (vapor devices).

SOCIAL MEDIA

MVHS supports the student use of social media in ways that have a positive impact on the learning environment of the school. Use of social media is unacceptable, whether on or off school grounds, when it creates a hostile, disruptive, or unsafe learning environment. As such, the school may monitor social media activity and utilize the information for the safety of security of all students and staff.

SPECIAL SERVICES

The department of special services provides diagnostic, remedial, and consultative services for special needs students in all grades. Special needs students are those defined as students who need additional services outside of the classroom program. A placement team within the district determines this.

STATUTES OF LIMITATIONS FOR SPECIAL EDUCATION CLASSES

NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B

The State and Federal Special Education Laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a *“free appropriate public education”* to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma. A *“free appropriate public education”* consists of specially designed instruction and educationally related services in accordance with an “Individualized Education Program” developed by the school district in consultation with the student's parents. If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to your Home School Principal.

The Special Education Laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to the following that are listed in Title 20, United States Code, Section 1415(b):

Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.

1. Parents may obtain an independent educational evaluation.
2. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the State. Such procedures may include the assignment of an individual who is not an employee of the school district or the State Department of Education, to act as the surrogate for the child's parents or guardian.
3. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
4. The school district must adopt procedures that include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.

5. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing that shall be conducted by an administrative hearing officer appointed by the State Department of Education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to the US District Court or the New Hampshire Supreme Court. State Law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the Courts. According to New Hampshire Revised Statutes Annotated Section 186-C:16-b, which became effective on May 1, 1992.
6. Any action seeking to enforce Special Education rights under State or Federal Law shall be commenced by requesting an administrative hearing from the State Department of Education within 2 (two) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the State Department of Education within 90 (ninety) days of the unilateral placement.
7. Where the parent, legal guardian, or surrogate parent has not been given proper notice of Special Education Rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in NH. Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of rights which school districts may use as one means of complying with this notice requirement.
8. An appeal from the State Department of Education administrative hearing officer's decision to a Court of competent jurisdiction shall be commenced within 120 (one hundred twenty) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
9. Any action under Title 20, United States Code Section 1415(e), seeking reimbursement from the school district for attorney's fees related to a request for an administrative hearing, shall be commenced within 120 days (one hundred twenty) days from receipt of the State Department of Education administrative hearing officer's decision.
10. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an Individualized Education Plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an Individualized Education Plan. For additional information regarding Special Education and The Special Education Laws, please contact:

MVHS Special Education Administrator
 SAU 46
 105 Community Dr.
 Penacook, NH 03303
 (603) 753-6561

STUDENT ACTIVITIES

Students are encouraged to participate in the extracurricular program. Some of the activities available include:

Athletic Teams

Baseball	Basketball	Boys & Girls Lacrosse
Boys & Girls Soccer	Boys & Girls X-Country	Girls Volleyball
Field Hockey	Football	Golf
Indoor Track	Outdoor Track	Spirit

Co-Curricular Activities

Chorus	Disc Golf Club	Equestrian Team
French Club	Granite State Challenge	Acts of Kindness Group
Jazz Band	Key Club	Math Team
National Art Honor Society	National Honor Society	Best Buddies Club
Conquer Club	Ski Club	Robo Club
Student Council	Theater Arts	Color Guard
Color Guard	Tri-M Music Honor Society	Hispanic Honor Society
Chess Club	Future Business Leaders	Vocal Ensemble

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is confidential and open to all students in grades 9-12. Students who suspect they may have a problem with alcohol or other drugs, come from families where chemical dependency is evident, have a generalized difficulty with the school environment when no other cause has been defined, or have interest in learning more about the issues of chemical dependency are invited to attend. The program offers weekly discussion groups, individual consultations, formal assessments and parent/teacher workshops. If you would like to refer a student to the program or would like additional information, please contact his/her school counselor.

STUDENT RECORD KEEPING POLICY

In accordance with Federal Law PL 93-380, the following guidelines are set for student record-keeping and student access to records.

- I. There will be a cumulative record file in each school. This file will contain the cumulative folders on each student.
 - A. The cumulative folders will contain:
 1. Information that will remain in the folder on a permanent basis.
 - a) All standardized test results.
 - b) Teacher comments are important enough to be placed in the folder itself.
 - c) Basic student information (address, etc. placed on folder itself)
 2. Information to be used during the school year and transferred to the guidance file.
 - a) Teacher notes on behavior, class work
 - b) Non-confidential reports from parents, (only if helpful to understand the student)
 - B. Cumulative folders will be screened at the end of each year and materials withdrawn.
 1. Notes about minor misbehavior
 2. Notes from parents
 3. Notes from teachers about students. (If information is vital it can be transferred to the folder itself.)
 4. Examples of work.
- II. There will be a guidance file maintained in each school. The file will contain guidance folders containing all information not outlined for the cumulative folder. An Index of Documents will contain the date, type of information, and source for each item in the file.
 - A. Guidance folder will contain:
 1. Educational Resource Team forms.
 2. Specialist reports.
 3. Records of misbehavior.
 4. Applicable illustrations of work.
 5. Special test results (any test not given to the student body as a whole).
 6. Notes from home of a confidential nature.
 - B. Teachers shall have access to the guidance file either through the building Principal or the elementary Guidance Counselor.
 - C. A tracking form will be placed in the student's cumulative folder to indicate special information is available in the guidance folder.
 - D. Student records will be found under the control of the Principal, Assistant Principal, Guidance Director, or Counselor.
- III. There will be a health record file maintained in each school. This file will contain health folders on each student.
 - A. The health folders will contain:
 1. Results of vision and hearing tests.
 2. Height, weight, etc.
 3. Report of physical.
 4. Health history as furnished by the parent.
 5. Any pertinent health information.
 6. Specific health conditions a child might have.
- IV. Use, Retention and Destruction of Student Records
 - A. Personnel folders, guidance folders, cumulative folders, permanent record sheets, and health records.
 1. All student labels and labels containing testing information will be placed on yellow permanent record sheets.
 2. Only elementary and secondary permanent record sheets and the health records will be retained permanently as district records.
 3. The Guidance Department is responsible for determining that all permanent information is recorded on the permanent record sheets before a pupil personnel folder is transferred or destroyed.
 4. Personnel folders of graduates will be destroyed one year after each pupil's graduation.
 5. The Guidance folder will be destroyed one year after a student's graduation, transfer, or dropping out of school. Pertinent information such as individual intelligence tests, their dates, and the name of the examiner will be written on the student personnel folder and the permanent record sheet, before the guidance file is destroyed.
 - B. Requests for Records
 1. The school district will request student records for any student who enrolls in the district's schools from the student's previous school system.
 2. The school district will send student records to a private or public school in which a student has enrolled upon receipt for a request for records from the receiving school system.
 3. A notation on the permanent record sheet will be made, including the date and the school to which their personnel folder has been sent.
 4. All release forms will be kept by the school for a period of 3 years.
 - C. Parent notification of student intention to drop out of school. MVHS has a moral but not legal obligation to contact parents of students 16 years or older who state their intention to drop out of school.
 - D. Material withdrawn from the cumulative folder or the guidance file should be identified with the date and the source.
- V. In compliance with PL 93-380, all material in either the cumulative folder and the guidance folder will be available to parents upon their request under the procedures set forth in this section.

- VI. The following school officials shall have access to all student files and records: School Board members, Superintendent of schools, Assistant Superintendent of Schools, Vocational Rehabilitation Counselor, Principals, professional staff, and consultants to the district.
 - A. Parents will be required to fill out a request to review their child's records.
 - B. Request forms will be available at all schools from the Principal.
 - C. Request forms will be sent to the Superintendent of Schools and logged in on a master request for review of student record list.
 - D. A review of the request by the Superintendent and the Principal of the school of which the child is enrolled will result in the establishing of a time for the parent to see the records.
 - E. A letter to the parent from the Principal giving times when the records will be available will be sent within 15 days of receiving the request.
 - F. At a time agreed upon, the parent, a Guidance Counselor and/or the Principal will sit down and review the child's records. The Guidance Counselor and/ Principal will be present during the entire time that the parent is reviewing the records to answer questions and interpret test scores.
 - G. After the parents have had an opportunity to review their child's records and have asked any questions they might have concerning the contents, the Guidance Counselor will ask for the parent's signature on Section II of the Parent Request to Review a Student Record Form.
 - H. If Part B of the form has been filled out by the parent, the Principal and Guidance Counselor will review the parent objection. Within 20 days of the request, a letter will be sent to the parent detailing what action, if any, will be taken concerning the objection.
 - I. If this request is denied by the school, the school must inform the parent of the right to a hearing.
 - J. The hearing shall be conducted in accordance with School Board hearing procedures.
 - K. After completing the review of records by the parent and any appeal, the completed form and letters to the parent will be forwarded to the Superintendent's Office.
- VII. Personal Identifiable Information
 - A. Definition
 1. Name of student, student's parent or other family members.
 2. Address of student.
 3. Personal identifier such as student's social security number or student number.
 4. A list of personal characteristics that would make the student's identity easily traceable.
 5. Other information that would make the student's identity easily traceable.
 - B. Personal Identifiable Information where prior consent of parents is not required for disclosure.
 1. To other school officials who have a legitimate educational interest.
 2. To officials at another school in which the student seeks or intends to enroll.
 3. To state educational authorities and other specified in 99:31 (Par. 4).
 4. Regarding financial aid for which the student has applied or which a student has received as conditioned by 99:31.
 5. To state and local officials where this information is specifically required.
 6. To organizations conducting studies, developing, administering, or validating predictive tests, administering student aid programs and improving instruction, subject to those conditions outlined in 99:31 and approval by the Superintendent of Schools.
 7. To accrediting organizations in order to carry out accrediting functions.
 8. To parents of a dependent student as defined by law.
 9. To appropriate parties in a health or safety emergency, subject to conditions set forth in 99:36.
 10. Inclusion in press releases concerning educational activities, sports teams, including vital statistics, awards, and honorary degrees.
 - C. A record shall be maintained at each school as the dissemination of personally identifiable information and the purpose of that dissemination. The parent or eligible student shall have access to that record.
- VIII. Students and parents will be informed as to the record keeping policy and their right to access, by its inclusion in the Student Handbook, its conspicuous appearance on the school bulletin board, and in the annual Principal's letter to parents.
- IX. Access
 - A. A parent, guardian, eligible student (18 or older) or an individual acting as a parent in the absence of the parent or guardian, shall have access to the information. NOTE: Parents with or without custody of a child will have access unless otherwise ordered by the court decree.
- X. There will be a fee of 15 cents per copy for any duplication of records.
- XI. Parents, guardians, eligible students (18 or older) or an individual acting as a parent in the absence of the parent or legal guardian has the right to file a complaint to HEW if they feel that the district has failed to comply with the provisions of PL 93-380 Student Record Keeping.

TARDINESS

Arrival to class on time is essential to the learning process. Parents are encouraged to contact the school when they know their child will be tardy (or may be tardy) to school.

All notes for tardiness should include the following information:

Name of Student
Name of Parent / Legal Guardian
Reason(s) for Tardiness
Phone Number Where Parent / Legal Guardian Can Be Reached
Signature of Parent / Legal Guardian

Please Note: Students must report to the main office window upon arriving at school when they are tardy. It should also be noted that being 15+ minutes tardy to class would result in the student receiving an unexcused absence.

TEACHERS

Students are encouraged to speak with classroom teachers and teacher specialists regarding academic difficulties, career plans, personal interests, or personal concerns. Teachers recognize their responsibility to refer students to others that may have more expertise in some areas, but often are the resources for initial discussions.

TITLE IX - GRIEVANCE PROCEDURE

Reports of Violations

Any employee who believes that MVSD is violating any law, rule or policy, whether federal, state, local, internal or other, should report the violation to his or her supervisor or to the Title IX Coordinator.

Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error; or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five (5) business days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five (5) business days.
4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

TRANSCRIPTS

Official MVHS transcripts will display a letter grade for all courses completed at MVHS. Transfer grades will be recorded as they appear on the sending school's official transcript. While the lowest passing grade at MVHS is a 70% (C-), transfer grades less than 70% that are deemed "passing" by the sending school will be honored and recorded as they are shown on the transfer transcript.

Please Note: MVHS will not change a transfer grade on a student's MVHS transcript unless official documentation is received from the sending school via an updated official transfer transcript.

VANDALISM

The student body is responsible for paying for any vandalism that takes place on campus, unless those responsible come forward, or are discovered by the Administration or the student body. Each class (grades 9-12) would be charged an equal amount to cover the cost of vandalism; this fee would be deducted from class accounts.

VIDEO SURVEILLANCE

School corridors, public offices and surrounding grounds are under video 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. Altering, obstructing or tampering with the video / audio surveillance system will result in disciplinary action.

VISITORS

Students from other schools are prohibited from visiting MVHS without prior administrative permission to participate in a prearranged school activity.

VOCATIONAL / TECHNICAL EDUCATION

In order to enter a vocational program at the Concord Regional Technical Center (CRTC) or the Winnisquam Regional Agricultural Center (WRAC), a student must be 16 years of age and a junior (accumulation of at least 13 credits). Students interested in these programs should be prepared to make a 2-year commitment. Each technical area has its own prerequisites, so be sure to review the MVHS Program of Studies. See your guidance counselor for details and an application.

THANK YOU FOR SUPPORTING OUR SCHOOL



[MVHS Student / Parent Forms](#)

[MVSD Food Service](#)

[MVSD Transportation](#)