



Parent/Student Handbook

2016-2017

Our mission is to provide

an educational environment

that fosters academic excellence,

instills a love of active learning,

and provides experiences that

enable students to acquire a

foundation of skills

for lifelong achievement.

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**Merryhill Elementary School**

**ADMISSION POLICY**

Parents applying to Merryhill Elementary School will be required to fill out an application, as well as, a tuition agreement. Upon receipt of these documents and the necessary payment of fees, we will contact your child’s previous school and request their academic records. These records will be reviewed to ensure appropriate academic and social skills have been achieved. In addition, students new to Merryhill will be admission tested. ***Please note:*** *Current students must re-submit these same forms each year as part of the re-registration process which will normally occur in January of each year.*

All students must have on file a signed “Acknowledgement” Form that the Parent Handbook has been read. We also need to have a copy of their birth certificate and up-to-date record of the child’s immunizations. Other forms are required and are normally mailed to your home, or given to you, by the school secretary. All are important and we ask your co-operation in completing them and returning them in a timely manner. If applicable, please provide the office with a copy of any legal documents that may relate to your child.

Merryhill Elementary School prides itself on a diverse student body and does not discriminate against any child based on race, religion or gender.

 ACCREDITATION

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards.  The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school’s effectiveness, it is far more than that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, Merryhill Elementary’s primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

SCHOOL CONTACT INFORMATION

Merryhill Elementary School Phone 702- 242-8838

2160 Snow Trail

Las Vegas, NV 89134 Fax 702-242-8830

SCHOOL ADMINISTRATION

Theresa Gotay, Principal theresa.gotay@nlcinc.com

Mary Gajdos, Office Manager mary.gajdos@nlcinc.com

**STAFF INFORMATION**

**Kindergarten**

MaryAnn Peterson

Julie West

Grade

Barbara Gordon

Nikkole Hotze

Grade 2

Kelly Orton

Paola Landcaster

Grade 3

Lynda Loos

Connie Peebles

Grade 4

Jacqueline Cohen

Carrie Higa

Grade 5

Danielle Jordan

Specials

Amber Russell-Hart Art

Rory Hellickson Physical Education

Vivian Ellsworth Music

James Santora Technology

Spanish Jose Luis Mayorga

**Support Staff**

Sadiyya Abdul, Teacher Asst.

Saesha Hall, Teacher Asst.

Rita Hart, Teacher Asst.

Tom Grace and Ron Henderson, Maintenance

John Wierzbinski, Custodian

**GENERAL INFORMATION**

Hours of Operation: 7:00 AM - 6:00 PM

School Hours: 8:05 AM - 2:45 PM Kindergarten -Second

 8:05 AM – 3:00 PM Third – Fifth

Dismissal Procedure: Students needing to leave before school is out (before2:45/3:00 PM) must be picked up by a parent from the front office and must be signed out. Students cannot wait “up front” in the lobby for their ride after dismissal ends (3:15 PM). If a student is on campus, they must be in their after-care area with the proper supervision. We appreciate your cooperation in this matter.

Lunch: Please check with your child daily to be sure they have a lunch. We do have a hot-lunch program and menus are available at the office or online at [www.wholesometummies.com](http://www.wholesometummies.com). *We are unable to microwave or refrigerate students’ lunches.*

Medication: All medication must be kept in the office including cough drops, inhalers, and all over-the-counter medications. There is a medication form to be filled out with the dates and times that the medication needs to be administered to your child. Please see the office for more information.

Pets: For health and safety reasons, pets are not allowed in the school building without prior approval from administration.

Electronic Equipment: Cell phones must be turned off and stored in the child’s backpack and should not be used during the instructional day. If you need to contact your child, please call the school office and your message will be delivered. If a child needs to call you after school (Extended Care) he/she needs permission from the adult on duty to do so.

Gaming Devices should not be brought to school.

* Because they are not viewed as a necessity, please be aware that we assume no responsibility or liability for any loss or damage to personal electronic items.

Illness/Injury: When ill, a student should get permission from his or her teacher prior to going to the main office. A parent/guardian will be contacted if the student needs to go home. All injuries need to be reported to the main office. First aid will be administered when necessary and/or parents will be notified.

Telephone Calls: Faculty and students may not be called from their classrooms to the telephone except in the case of extreme emergency. Necessary messages will be taken at the office and delivered at the appropriate time. Student use of the office telephones is for emergencies/illness and the calls are to be made to the parent/guardian only.

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Student Supplies: Merryhill Elementary School provides the basic supplies for each student while they are on campus. Students will also need to keep a few items at home so they can complete their class assignments and projects properly. Textbooks or other materials on loan from the school are the responsibility of the student and he/she must reimburse the school for any loss or damage.

ACADEMIC ASSESSMENTS

ABBL/CPT / IReady Assessments

Assessment is an integral part of instruction, as it determines whether or not goals are being met. Assessment inspires us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?"

We monitor every student’s progress in reading and mathematics both during the school year and at the end of each school year. To monitor reading and mathematics during the school year, we administer the IReady assessments three to four times per year. To assess each student’s progress in reading and mathematics at the end of each school year, we administer the ABBL/CTP.

IReady Reading and Mathematics Assessments

Assessment tools that provides our staff with valuable information regarding how well our students are meeting or exceeding reading and mathematics standards are the IReady Online Reading Assessment and the IReady Online Mathematics assessments. Students are assessed a minimum of three times but no more than four times per year.

Teachers use the IReady assessment information to customize lessons which insure that every student is receiving the appropriate instruction for his/her reading and math level. Educators refer to this as “assessment for learning” because the results help the teacher learn about each child’s needs and can then adjust lesson plans and instruction to meet the needs of each student.

ATTENDANCE GUIDELINES

It is our expectation that all students will be in school every day when they are healthy enough to do so. Please call the school to notify us when your child will be absent and for what reason. All absences require a note upon the student’s return to school.

Most students do not exceed ten absences per year, or an average of one day per month. Absences do affect a student’s ability to learn to his/her fullest potential. If your child absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can be reason to not re-enroll a student for the following school year. Please consult with the principal if you have any questions or concerns.

Tardiness to school is sometimes unavoidable. A pattern of repeated tardies, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time.

EDUCATIONAL PROGRAM

The core curriculum contains the content of what we teach—the state or national academic standards. In planning instruction and lessons, we weave both 21st century themes and skills into the delivery of the content standards in language arts, mathematics, science, and social studies.

Nobel Learning is an affiliate of the *Partnership for 21st Century Skills*. This organization promotes the teaching of Life and Career Skills, Learning and Innovation Skills, as well as Information, Media, and Technology Skills.

These essential skills are taught in both the regular content delivery as well as in the quarterly projects.

Giving Without Walls

The *Giving Without Walls* projects allow our 1st through 5th grade students to be active participants in service-learning opportunities. Student-led service-learning projects integrate meaningful community service with instruction and reflection to enrich the learning experience, to teach civic responsibility, and to encourage lifelong civic engagement.

The projects are unique in that they are completely led by students. *Giving Without Walls* projects develop content area skills along with civic literacy and reinforcement of 21st century skills. Our students are an active part of their own learning and the projects assist them in enhancing their connection to their school, community, and world. The projects enable the students to identify a need, to investigate issues, to research and evaluate possible solutions, to develop and implement a plan of action, and to assess and to reflect on the results.

1st Grade
First grade students will evaluate the needs versus wants of their school. Students will identify an area of need within their school and plan and implement a course of action.

2nd Grade
Second grade students will explore animal welfare and systems that are currently in place to protect animals. Students will investigate an area of need for animals within a local system, such as the SPCA or FFA, and develop and implement a service project that will impact that system.

3rd Grade
Third grade students will investigate environmental awareness issues and will explore environmental needs in the world around them. Students will investigate an ecosystem of their choice, and develop and implement a service project that will impact that system.

4th Grade
Fourth grade students will explore health systems and health issues as they relate to their community. Students will determine a health issue within their state and develop and implement a service project that will impact that system, such as a focus on health care, obesity, pollution, or smoking.

5th Grade
Fifth grade students will explore the concept of leadership and research issues facing our veterans. Students will then develop and implement a service project that will address this need faced by military veterans in their community.

STEAM (Science, Technology, Engineering, Art and Mathematics)

STEAMS Projects are offered for grades K-5:

Level K

Mechanical Engineering

1st

Chemical Engineering

2nd

Agricultural Engineering

3rd

Mechanical Engineering

4th

Materials Engineering

5th

Environmental Engineering

Personal Learning Plans

The Personal Learning Plan provides an opportunity for teacher, parent, and student to set goals and to measure progress on school-related learning that is not captured on the traditional report card. The Personal Learning Plan has four sections:

Academic Goals: Students, in consultation with the teacher and parents, choose a reading and mathematics goal for the year. Then, all three members of the PLP team together decide what each member will do to meet those goals.

Life and Career Goal: The student, teacher, and parent choose a particular study skill, such as time management or organization, that all three will work on together to assist the student in enhancing academic performance.

21st Century Skills Goal: At the conclusion of each project, students are given an opportunity to choose which product (art work, brochure, report, poster, and diorama) or performance (skit, song, debate, and poem) assessment they would like to do as their final assessment of learning.

Learning Styles: The student, parent, and teacher discuss the results of the learning styles inventory and make adjustments to both classroom and home learning environments and activities.

Enrichment

The University of Connecticut Center for Gifted Education and Talent Development

in partnership with the University Of Virginia Curry School Of Education has worked to broaden the concept of giftedness to include more than just an IQ score. Researchers and scholars from those schools developed the Schoolwide Enrichment Model (SEM) as an enrichment program for academically gifted and talented students. Subsequently, the model was found to be effective for students beyond the traditional gifted and talented population. The SEM focuses on enrichment for all students through high levels of engagement and the use of enjoyable and challenging learning experiences that are constructed around students' interests, learning styles, and preferred modes of expression.

The SEM program embraces the ten core attributes of giftedness: communication skills, creativity/imagination, humor, inquiry, insight, interests, memory, motivation, problem-solving, and reasoning. Through our Personal Learning Plans, Learning Styles Inventory, and Project-Based Learning, we provide a rigorous, engaging educational experience that provides the key elements of a gifted and talented enrichment program for all of our students. Our special area courses in music, art, technology, health and physical education provide the psychomotor and visual/performing arts enrichment noted in the core attributes. The creative thinking, leadership, intellectual and academic ability core attributes are woven throughout the general education program with the biggest focus occurring in the quarterly projects.

Academic Success

The ultimate measure of an educational program is student achievement results. Using both the annual Stanford 10 Test and the IReady formative assessment data collected during the school year, we are able to measure and to document the progress and achievement of our students in both reading and mathematics. It also provides valuable information to the teacher so that he/she can customize and personalize lesson plans to meet the needs of every student

EMERGENCY PROCEDURES

Safety procedures help keep students and staff alike safe in unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. The principal reviews these procedures regularly, and students and staff practice a wide variety of drills throughout the school year. Information sheets are posted in each classroom stating directions to follow clearly during fire drills. An announcement will be made or a bell will ring in the event of drills or emergencies. Cooperation and alertness is necessary during all drills. Teachers will give instructions about leaving the building in case of emergencies.

HOMEWORK GUIDELINES

Homework is given on a regular basis to improve skills and to develop responsibility. Homework solidifies and reinforces concepts taught during the school day. Time spent on completing daily homework increases as students mature. A general, but not rigid, guideline for homework time per night is as follows:

Kindergarten: 10- 20 minutes

Grade 1: 30 minutes

Grade 2-3: 30-45 minutes

Grades 4-5: 45-60 minutes

PARENT COMMUNICATION

Good communication is the key to a successful partnership, and that is what parents and teachers are – “partners in education.” To create an optimum educational environment, open lines of communication between the school and the parents are a must to allow positive dialogue. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters each student's learning and development. Students need to know that their teachers and parents have formed an alliance in order to make sure that their learning experience is positive, supportive, and that the rules and expectations that govern the classroom will also be reinforced at home. The following programs are in place to promote communication between school and home:

Newsletters: School newsletters will be distributed via e-notify at the beginning of each month and are also available on the website. They highlight activities, events, curriculum, and student successes.

Hallway Boards: Information is updated consistently on our boards to keep you aware of the latest happenings at our school. Hallway boards also provide you insight into what is happening in the classroom.

Student Planner: All students will receive a student planner in order to keep track of daily homework assignments. Parents are encouraged to review the planner on a consistent basis.

Parent/Teacher

Conferences: Parent-teacher contact is vital to the success of students. Formal parent-teacher conferences will be scheduled by teachers at the end of the 1st, 2nd, and 3rd quarters. During these conferences, report cards will be discussed and Personal Learning Plans will be updated. Parents may also request additional conferences throughout the year. It is best to schedule an appointment by contacting the teacher through the office. NOTE: Progress reports are distributed to all students at the 4th-5th week interval of each quarter. Students will receive printed copies to take home.

Addressing

Concerns: Whenever you have a concern or problem, please let us know so we can discuss it and attempt to come up with a workable solution.

First Step: Please contact the teacher first. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.

 Second Step: If you still have a concern, then you should talk to the school principal

Electronic

Communication: The use of technology is a vital component of communication in our world today. It not only helps to improve student learning, but it also enhances the efficiency of school support services. The teachers encourage the use of electronic communication (email and websites) as a major source of information for parents and students. We use technology to provide immediate access to information and documents via our websites and through mass emails. We invite parents and students to email teachers with questions and comments. We also invite parents and students to actively seek out our sites for information about homework, projects, activities, etc. The teachers will be responsible for posting the information, and parents and students will be responsible for accessing it. Make sure you give your email address to your homeroom teacher.

PARENT INVOLVEMENT

Through communication a team is formed and shares in common goals: to encourage good attitudes, high achievement, and a strong commitment to education. Strong links between home and school will help to facilitate these goals. Parent involvement in their child's education is an important factor in school success and achievement. Many school students, however, seem reluctant to even talk about their school work with their parents, let alone involve them in it. Fortunately, parent involvement can take many forms and parents are encouraged to participate in the life of the school. It is important for the parents to stay actively informed and to let their kids know just how important school is through their words and actions.

PARENT/TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) encourages every parent to join them in their mission to support school programs and improve communication between home and school. The homeroom liason should attend PTO meetings and have regular contact with the office school faculty. One of their responsibilities is to keep the parents informed and involved in upcoming events and activities. Establishing a "phone tree" system or e-mail database are some suggested forms of communication. Parent liasons are also responsible for recruiting parents to assist with classroom projects, field trips, dances, special programs, class parties, and fundraisers.

REFERRAL PLAN

Parents have the opportunity to share the good news about our school and save on tuition. When you refer a family to our school, you may receive a free week of tuition. Simply call the school office to request a Referral Certificate, provide the Certificate to the family you are referring, and ask the new enrolling family to write your name on the line marked, “Family at School”. The referred family then hands the completed Referral Certificate to the principal during his or her tour.

If you have further questions, you may contact the school principal.

STUDENT BEHAVIORAL EXPECTATIONS

Students at Merryhill Elementary School are expected to conduct themselves within the following general guidelines while attending school or school related functions:

Arrival and Dismissal:

Students arriving prior to 7:50 A.M. may be dropped off in the Administration Building. After 7:50 A.M. please have your child enter through the gate and proceed to the playground. Please watch your child enter the doors or gate before driving off. If you have business with the Administration or need to see a teacher, please park and enter through the Administration Building. **DO NOT** park at the curb. If there is an unattended vehicle parked in the “red zone”, it is subject to towing at the owner’s expense. **DO NOT** speed through the parking lot. You should not exceed 10 mph in the parking lot. Please show common courtesy and respect when driving through the lot. No cars should be passing others at the drop-off/pick-up point. If you are a pedestrian, please use the designated crosswalks. If you are driving, please be sure to respect the pedestrians in the crosswalks. We strongly suggest you make appointments with teachers before/after school if you need to see them.

At the end of the day, all students will be escorted by their classroom teacher to the multi-purpose room. They will await your arrival for pick-up.

At the beginning of the school year, each family will be issued a large card with your child’s name and teacher. As you enter the parking lot place this card on the right hand side of the front window. The outside person in charge of dismissal will read your child’s name and convey the information to a person inside. Your child will be notified of your arrival and will quickly be escorted to your car. In addition, each family will receive a small card for families choosing not to utilize the car line. For ease and traffic flow, as well as, pedestrian safety we encourage you to use the car line.

At Merryhill School we dismiss students only to their parents/guardians unless written authorization has been received by our office. We also require photo identification from any person authorized to pick up your child

Assemblies:

Assemblies are presented throughout the year. In order for all to enjoy this privilege to the fullest extent, it is expected that the students will walk quietly to and from the assemblies as well as show respect to the people presenting the program. Students are expected to follow these general guidelines:

* Do not enter or exit when a person or group is performing.
* Hand-clapping is the appropriate way to show appreciation.
* Talking during the program is inappropriate.

Classroom:

Students are required to complete all assignments given to them by the teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example, physical education, science lab, or history lecture), each teacher has the right to set up his/her own classroom rules in addition to the established school rules.

When students have a substitute teacher, aide, or volunteer, they must behave as requested in addition to following the regular teacher’s expectations.

To leave the classroom, students must ask permission from their teacher stating the reason and their destination. Students are to go directly to the destination and return directly to class without other stops that were not agreed to by the teacher. Failure to follow the teacher’s specific directions may result in disciplinary action.

General Building Rules:

Student behavior in the building must promote a safe and orderly environment for all and must not disrupt classes in session.

* Always walk; DO NOT RUN.
* Maintain a reasonable tone of voice especially in the hallways.
* Refrain from disturbing classes in session.
* Keep all areas clean and free from litter.
* Eat only in designated areas
* Refrain from marking on walls, furniture, books, and other people.
* Refrain from throwing objects in or from the building.
* Use appropriate language; do not use racist, sexist, or obscene words and/or gestures.
* Chewing gum is not permitted on school grounds at any time.

Lunch:

Students can bring a lunch from home or purchase a hot lunch from *Wholesome Tummies* on a monthly basis. There are no microwaves or refrigerators available for student lunches. Behavior during the lunch period includes keeping the area safe and clean. Students are expected to:

* Obey all lunch supervisors.
* Walk; DO NOT RUN.
* Use a reasonable tone of voice.
* Eat only in designated areas
* Clean up their eating area and dispose of garbage.
* Refrain from throwing food or other objects.
* Remain in designated areas until dismissed by a lunch supervisor.
* Remember that glass bottles or containers are not permitted.

BEHAVIOR POLICIES

The following are disciplinary procedures/actions which can be used by teachers and administrators to resolve problems of student misbehavior while under the school’s jurisdiction:

* Discussion with student
* Time out
* Contact with student’s parents/guardians
* Conference with parents/guardians
* Referral to office
* In-School Suspension (ISS)
* Expulsion from school
* Notification of police

Student Conduct and Regulations:

Merryhill Elementary School has set forth policies regarding student conduct and regulations. These policies are a guide for student behavior so that we can provide a safe and positive learning environment for all students. THESE POLICIES ARE NOT AN ALL-INCLUSIVE LIST. WE RESERVE THE RIGHT TO AMEND AND/OR MAKE CHANGES WHEN NECESSARY AND APPROPRIATE.

 Alcohol, Tobacco, and other Drugs:

 Alcohol, narcotics, tobacco, illegal stimulants and depressants are not

 allowed. Students are not to use, possess, or be under the influence of

these substances when traveling to and from school or when on school property during regular school hours or at any activity involving student attendance after school hours.

Consequences:

* + Parent notification and suspension or expulsion and possible

notification of police.

\*\*Note: The same consequences apply to any substance that looks like and/or is represented to be alcohol or a drug, regardless of its content.

Arson:

 No student shall use or possess matches, lighters, or explosive devices

 (fire crackers, smoke bombs, caps, etc.) that could cause damage or

 disruption.

 Consequences:

 o Parent notification and suspension or expulsion and possible

 notification of police.

Computer Activity or Internet Misuse:

The use of computers by students in an inappropriate manner is unacceptable. In order to utilize our computer lab, parents and students will need to fill out a permission form agreeing to the rules and consequences set forth by Merryhill Elementary School. Students who violate these policies shall be subject to any or all of the following:

* + Revocation of computer use privileges, or suspension from school, and in appropriate cases, possible recommendation for expulsion.

Dishonesty/Cheating/ Plagiarism/Forged Signatures:

All students are expected to display honesty at all times.

Consequences:

* + Parent notification, no credit for assignment or test and

 in-school suspension

Disrespect of Authority:

Students are expected to show respect for the authority of all adults in the school setting. We believe this is fundamental to the resolution of problems and to the success of our students. Respect infers cooperation, communication and understanding by all parties that we each have roles to play, rules to follow, and jobs to accomplish in school. These expectations relate to all staff members and substitute teachers:

Fighting/ Instigating a Fight:

It is the position of the school that fighting is not an acceptable way for people to resolve their differences. It is recommended that students who are having problems or are threatened by another person seek the assistance of a teacher or an administrator to help resolve the problem.

Harassment/Verbal Abuse/ Threats:

Students shall not engage in verbal abuse or threaten another student,

either on school property, on the way to and from school, or at a school

related activity.

* + Sexual harassment includes, but is not limited to, any

unwelcome or unwanted sexual advances. This may include verbal, written, or physical conduct of a sexual nature that is unwanted or unwelcome.

* + Racial harassment includes, but is not limited to, racial slurs and degrading remarks and comments of an offensive nature.

Harassment and verbal abuse will be dealt with in the following manner depending on the type and severity of the incident:

 o Parent notification

 o Suspensión.

 o Police notification.

Stealing/Extortion:

 No student shall attempt extortion of anything from another student

 through intimidation or violence. Students shall not take items

 belonging to other students, staff, or the school.

 Consequences:

 o Parent notification and suspension (possible expulsion),

 notification of police; repayment for any loss.

Vandalism:

 Students shall not engage in any act of destruction of school or an

 Individual’s personal property.

 Consequences:

* + Parent notification and possible suspension, notification of

Police; restitution for damages.

 Weapons:

 Students are not permitted to have in their possession any instrument

 that may be considered a weapon that may be used for injury to others.

The administration will contact parents and the police. A violation may result in expulsion.

Persistent Misbehavior

Continued persistent misbehavior may result in recommendation for expulsion.

STUDENT UNIFORM/DRESS CODE

Tops:

* All shirts/tops are to be purchased from the Campus Club Uniform Store.
* Only white navy or black t-shirts or turtlenecks may be worn under your polo shirts.

Bottoms:

* Uniform style pants and walking shorts must be stone, khaki or navy.
* All bottoms MUST be worn at the natural waistline, not below.
* Shorts, skirts, and skorts must be worn at fingertip length.
* Bottoms must fit appropriately – not too tight or excessively baggy.
* All skirts, skorts, pants, and shorts must be purchased from the Campus Club Uniform Store.
* No corduroy, or capri pants are allowed.
* Leggings/tights and bicycle shorts in white, navy or black may be worn under the uniform.

Shoes:

* Only non-skid soled athletic shoes or boots may be worn to school.
* Open toed/open backed shoes are not permitted at school except on casual or dress-up days.

Outerwear:

* Only uniform navy jackets, sweaters or sweatshirts may be worn throughout the day. Other hats/coats/jackets may be worn to school and for outside activities.

Other:

* Jewelry is not allowed with the exception of watches and religious jewelry. Watches are permissible, provided they are not distracting (i.e. making distracting noises or doubling as electronic games, etc.) If your child wears a religious medallion, cross or other religious symbol, it must be worn underneath his/her clothing at all times. Stud earrings may be worn, but for the children’s safety, no hoops or dangling earrings are permitted.
* Students may not have any visible body piercing (nose, eyebrows, tongue etc…).
* Bandana and hats are not permitted in the classrooms

Free Dress Day:

Free dress days are special days on which students may dress out of uniform. Students MAY NOT wear the following on free dress days:

* Clothing with offensive logos or pictures.
* Torn or irregularly faded jeans.
* Excessively baggy or tight clothes.
* Clothing showing bare midriff, having spaghetti straps, or exposed underwear.
* Excessively short shirts or skirts.
* Leggings may only be worn under pants or skirts.

Please note: While we recognize that the determination regarding inappropriate attire is subjective, the school will be the final authority regarding the dress code. If a student is out of uniform, a parent will be called. Parents will have the option to bring appropriate attire for the student to change in to or students will have the option to change into surplus clothing available at the school.

ACADEMIC POLICIES/PROCEDURES

The following course of study for Merryhill Elementary School students has been developed to accomplish the school goals.

K-5

Language Arts Mathematics Handwriting

Social Studies Science Spanish

Technology Physical Ed. Art

Music

Grading Policy

* Students must understand that their grades reflect their effort and the responsibility taken for academic achievement.
* It is in the student’s best interest that grades are earned, not given, and belong to him/her and not to the teacher or the parent. Please work with us in the area of keeping grades the responsibility of your child.

Report Cards and Progress Reports

* Report cards are issued at the end of each quarter.
* Parents and students may access their grades at any time by logging onto [www.Jupitered.com](http://www.Jupitered.com) and using their personal ID and password to access grades online.

Grading Scale

Kindergarten –Fifth Grade

Effort Achievement

E-Excellent A-90-100

S-Satisfactory B-80-89

N-Needs Improvement C-70-79

 D-60-69

 F-Below 60

 NA-Not Assessed

SCHOOL / EXTRACURRICULAR ACTIVITIES

Merryhill Elementary School offers several extracurricular activities throughout the school year. The students depending on their grade level can take part in athletic teams, academic programs, artistic expressions, and social gatherings. Some of these activities take place during the school day, but most are offered after school.

Sports:

We offer boys, girls, and co-ed sports programs. We compete against other local private schools in the PSAC Division.

Field Trips:

Merryhill students occasionally leave campus to go on field trips. Most field trips require a transportation fee of $5.00 for students riding the Merryhill vans. No student is required to attend a field trip. Permission slips will always be sent home to be signed prior to the trip. Your child must wear a Merryhill uniform shirt on all field trips unless otherwise communicated. Students must ride the Merryhill School vans or with their own parent when on field trips. No student is permitted to ride with anyone other than their own parent at any time. There are no exceptions to this school policy. Students must understand that field trips are a privilege, not a right.

Class Parties and Celebrations:

From time to time, we will celebrate certain holidays or events. These celebrations tend to be fun in nature, but with a purpose towards cultural and social enrichment. Birthdays may be celebrated in the classroom at the discretion of the teacher. Summer birthdays may be celebrated the last week of school if so desired. The parents of children to be honored in any particular month must communicate with the teacher to plan birthday celebrations. We ask that you keep this celebration very simple, with no gifts or prizes awarded. Cupcakes, cookies, (limited to one per student) or healthy items such as a fruit tray would be appropriate. Please refrain from sending items that need to be cut. In addition, the items to share **MUST NOT HAVE NUTS** of any kind.

We know that many of you will have parties held outside school. Please do not give out invitations to these parties on the school premises, unless all members of the class are invited. This will help to eliminate any hurt feelings. Thank you.

Science Fair:

The science fair is an integral part of the school curriculum. Students receive support in class from all of their teachers, but the projects are mostly completed at home in grades 1-5. Presentation boards for the experiments are displayed and judged. Information about the specific requirements and related deadlines will be provided by the students' teacher.

Winter and Spring Concerts:

Two amazing events during the school year are our two seasonal concerts. Students become performers as they sing and perform for their families and the community.

Specialty Camps:

Camps are held after school and can be active for 4-10 weeks. We provide several sports camps throughout the year, such as soccer and track. We also offer camps related to the arts, such as drama, violin, and dance. All of our camp offerings are based on the availability of instructional leaders and require a participation and/or materials fee.

VISITORS AT SCHOOL

Parents are welcomed and encouraged to visit the school. For the safety of our students and to ensure a minimum of classroom interruption, parents and visitors to the school must report to the school office. The safety of our school environment is very important to all. We appreciate your cooperation with this policy.

STUDENT RECORDS/REQUEST

All requests for student records must be submitted in writing to the principal. Such requests may take up to seven school days to process. We appreciate your patience.

WITHDRAWAL/TRANSFER

 Withdrawal from the school during the school year requires at least one month’s advance notice. You must continue tuition payments for attendance through the date which is one month after our receipt of your withdrawal notice.

Parent/Student Signature Acknowledgement

My child and I have received a copy of the Merryhill Elementary School Handbook.

I understand that the handbook contains information that my child and I will need during the school year.

Printed name of student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“Please sign and date this page, remove it from the handbook, and return it to the school.”*

POLICY ADDEMUM

Acceptable Use Policy (AUP)

**Nobel Learning Communities, Inc.**

**Policy on Acceptable Use of Information Technology Resources**

**For Pre-school to Grade 2**

**For Parents or Guardians:**

**What are “information technology resources”?**

 The school’s information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities, Inc. (NLCI) that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by NLCI is to be loaded on or used on school-owned equipment.

 Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school; and may, if illegal, be reported to law enforcement officials.

**What are my responsibilities with regard to information technology resources as a parent or guardian?**

 Students’ use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent’s responsibility to limit and monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child’s bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

 Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed. Student responsibilities when using school computers are listed on the following page.

**For Students:**

Knowing how to operate computers is important for doing schoolwork and for getting a job when you grow up. However, computers can also be dangerous because there may be strangers online who could be dangerous. Please follow the rules below when using school computers.

**What must I do when using the computers that belong to the school?**

1. I must remember that the computers belong to the school and I must treat them carefully.
2. I must keep my password secret, and not share it with anyone, not even my best friend. I must not ask anyone to give me their password.
3. I must not read a message from someone I do not know.
4. I must not copy another’s work from the Internet without permission.
5. I must always use words that are kind and respectful. I must not use bad words, even as a joke. If I get an email that makes me feel bad or that frightens me, I need to tell my teacher.
6. If I see anyone using the computer in a careless or wrong way, I must remind the student to be careful and tell the teacher.

**Nobel Learning Communities, Inc.**

**Policy on Acceptable Use of Information Technology Resources**

**For Grades 3-12**

 Skillful use of technology is essential in today’s world. However, misuse of technology can lead to negative consequences. Students and caregivers are asked to read the following student responsibilities when using school technology resources, as well as the advice for caregivers, and to signify their intent to comply by signing their names at the end.

**What are “information technology resources”?**

 The school’s information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities (NLCI) that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by NLCI is to be loaded on or used on school-owned equipment.

 Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school administrator; and may, if illegal, be reported to law enforcement officials.

**For Students:**

**What are my responsibilities when using the school’s information technology resources?**

1. Students must remember that the use of the school’s information technology resources is a privilege and they should be used mainly for educational purposes.
2. Students must respect and protect their own privacy and the privacy of others by using only their own assigned accounts, and not accessing, using or copying others’ passwords. Students should not disclose their own passwords to anyone else, and they should not give out personal or private information about themselves or about others.
3. Students must remember that copyright protects Internet materials as it does hard copies of papers, magazines, books, and other materials. Making unauthorized copies of written materials, music, songs, games, or video is a copyright violation punishable by law. The only material that is free to copy is material that specifically says that it may be freely copied, and the source of that material must be clearly cited. Government documents may also be freely copied, with the proper citation. Copying without citation or portraying the work of another as your own is plagiarism.
4. Students must communicate in ways that are kind and respectful. They must not use inappropriate, rude, or offensive language, even as a joke. The school’s Code of Conduct or Behavior Policy applies to all electronic communications. Communications that can reasonably be considered pornography, obscenity, sexual harassment, bullying, cyberbullying or threatening messages are forbidden. Students who receive communications that cause them to feel threatened or uncomfortable should report the communications to a teacher or network administrator.
5. Students must treat all school information technology resources with respect and care, to avoid damaging equipment and to safeguard data. Students should report violations to a teacher.

**For Parents/Guardians:**

 Students’ use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent or guardian’s responsibility to limit and/or monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child’s bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

 Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

Please sign the following page acknowledging that you have read and understand this policy and its responsibilities and return it to the school office. Thank you.

Non Discrimination Statement

Merryhill Elementary School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

**Nobel Learning Communities, Inc.**

**Policy on Acceptable Use of Information Technology Resources**

**Pre-School through 12th Grade**

**I have read this policy and I understand my responsibilities.**

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**Student Date**

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**Student Date**

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**Student Date**

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**Student Date**

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**Parent/Guardian Date**