



CITA Accredited School

Merryhill Elementary

Parent/Student Handbook

2017-2018

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**Admission**

Thank you for choosing Merryhill Elementary for your child’s education. We look forward to working with you this year to create a successful learning experience for your child.

Our philosophy at Merryhill is one of individual excellence, social concern and responsibility, and diversity in curriculum and programming.

We ensure mastery of the “basics”, but reach beyond to ask our students to question assumptions, make connections, engage in problem solving, and arrive at informed decisions. In addition, we emphasize fine arts, technology, music, foreign language, and physical education.

As you read through this handbook you will become familiar with our policies. This handbook will be a useful reference throughout the school year. We have included a note page in the back of the handbook for your convenience.

Please sign and return the Acknowledgment Form to the front office.

Students applying to Merryhill Elementary will need to supply a copy of previous school records and references. Upon registration and receipt of contract, these items will be collected. They will be reviewed to ensure appropriate academic and social skills have been achieved. If a student is not admitted based upon this review, all funds will be returned.

Pre-kindergartners from Merryhill Preschool will be observed and evaluated throughout the school year to determine admittance to Merryhill Elementary. These students will be admitted on a priority basis. Other students applying for our kindergarten program are required to meet with our school principal for an informal interview.

All students must have on file a signed Acknowledgment Form from our

Parent Handbook, a completed written application and contract, and record of current immunizations. Kindergarten students should have a doctor’s signature stating the child is healthy, and all new students should provide a copy of their birth certificate. All enrollment forms can be found on our website: <http://lasvegas.merryhillschool.com> under “Parent Information / Forms and Handbook.”

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

**Mission & Philosophy Statement**

Our mission is to prepare students to be:   
  
• Academically successful  
• Capable of transferring their knowledge and skills to new challenges  
• Confident in their ability to succeed

Delivering on this goal requires a new approach to education. We teach all of the traditional subject matter, but how we deliver it to the students is completely unique. We have integrated subject matter so that students can begin to understand how it applies to everyday life and thus be better equipped for the challenges that are ahead of them.

The right approach is needed for each stage in the educational journey.

Children’s educational needs change as they grow from dependent learners in their K-3 years, where direct instruction and repetition are essential, to independent learners in grades 4-5, where opportunities for creative thinking and complex problem solving assist them in the transition to high school. We understand how children learn and have structured our curriculum to leverage these two developmental stages of learning. That’s why our K-3 program focuses on math, literacy and reasoning skills, while our 4-5 programs teach students to apply and integrate those skills to become critical thinkers.

**General Information & Policies**

**Hours of Operation**: 7:00 a.m. – 6:00 p.m.

**Kindergarten Hours:** 8:00 a.m. – 2:45 p.m.

**1st – 5th Grade Hours:** 8:00 a.m. – 3:00 p.m.

**Extended Care Hours** (Please refer to the Extended Care Registration Form for details.)

Before School: 7:00 a.m. – 7:45 a.m.

After School: 3:00 p.m. – 6:00 p.m.

**Dress Code**

Appropriate school clothing should show respect for one’s self and be non-distracting in the school environment. Our aim is to provide an atmosphere where learning can flourish and the security and dignity of each person is protected. Therefore, students must adhere to our uniform guidelines at all times. If a student is not in a Merryhill approved uniform, the teacher will send home a Uniform Noncompliance Form.

At Merryhill School your child will be required to wear a school uniform,

(pants, shirt, dress, blouse, shorts, skirt), unless directed otherwise. School uniforms may be purchased from Campus Club School Uniforms (702-

360-0555).

Relaxed, free-dress days, or costume dress days will be offered throughout the year and will be communicated through our Monday Folders, student agendas, and on our web page.

Students are expected to adhere to standards of hygienic cleanliness.

Each child must wear an approved, clean and fitting uniform. Each student must have finger length shorts, skirts, and dresses. On a free dress day, a sleeve-less shirt must be at least three fingers wide and appropriate for a school atmosphere. Button blouses must be tucked in with the appropriate bottom uniform. Leggings must be navy blue, white or black in color. All shoes must be closed toe and worn with a navy blue, white or black sock and void of skates or wheels. During Physical Education class, students must wear sneakers or athletic shoes that are safe for athletic participation. Belts are to be worn by boys and tucked into belt loops. Hats, jackets, and non-Merryhill sweatshirts are not to be worn indoors, and may only be worn outdoors during school hours with permission of the instructor/teacher or the principal.

Jewelry is not allowed with the exception of watches, earrings 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. Earrings may be worn if they are studded earring and not dangling from one’s ear.

Make-up is not allowed at Merryhill Elementary. A light, neutral shade of nail polish may be worn as long it is not distracting to anyone. The final decision is in the discretion of the teacher and the administrator.

Each student must have a natural colored, non-distracting hair style.

Few exceptions will be made with respect to Merryhill’s dress code. Any request for modification to the dress code must be made in writing to the principal and will be subject to review and administrative resolution.

If you are having any problems obtaining a school uniform, you must communicate this to the school office prior to sending your child to school.

Students who arrive at school out of uniform will be kept in our office until proper attire can be arranged.

**Electronics / Toys**

All toys, cell phones, mp3 players, electronic games, lasers, etc. are not to be used during school hours. If a student has any of these items out during school, they will be confiscated and parents must retrieve the item from the office. These items may be used during extended-care hours only; however we may take away this privilege if items are not played within an appropriate manner. Merryhill is not responsible for lost or stolen items.

**Emergency Procedures**

Information sheets are posted in each classroom clearly stating directions to follow during fire drills. Special alarms 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.

**Illness/Injury**

When ill, a student should get permission from his/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. If a child leaves school with a fever of a temperature higher than 101 degrees, that child is required to be fever free for at least 24 hours before returning to school.

**Lunch/Snacks**

Please check with your child daily to ensure they have a lunch. We offer a hot-lunch program as a convenience to our Merryhill parents. Our caterer, *Wholesome Tummies or WT Café,* offers an online service for parents to order all meals. Please visit their website at [www.wtcafe.com](http://www.wtcafe.com). Paper order forms are available at the office and sent home each month in your child’s Monday Folder. Lunches are offered at $5.75/meal plus tax. Each meal comes with water but a purchased beverage is available, too. Emergency lunches are available before 8:00 am each day for $7.50 plus tax for a fixed menu item.

Please be sure to pack lunches from home in proper containers and with icepacks. Merryhill is unable to microwave or refrigerate students’ lunches.

Each classroom will allow time each day for a small snack. Please make sure this is a healthy snack for your child. If your child attends extended care, they may have another snack during this time from home. If your child stays longer than 5:00 pm, Merryhill will provide a small snack at this time.

**Medication**

All medication must be kept in the office. This includes both prescription and over-the-counter medication. You must supply a written note from the doctor for us to be able to administer these medications. This applies to both prescription and non-prescription medications. We cannot administer over-the-counter medicines without this note. You may come to the school to administer medicines such as cough medicine, cough drops, allergy medicine, etc. Please see the office for more information.

**Pets**

For safety reasons, no pets are allowed on campus.

**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. No student should be using any classroom phone for any reason without teacher permission.

**Textbooks**

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.

**Visitors, Parents, and Guests**

All visitors, parents, and guests are required to check in at the main office. The purpose is to ensure the safety and security of students and staff during the school day. Visitors that would like to visit a classroom for more than an hour’s time length will need to approve it with the teacher at least 48 hours in advance.

**Arrival & Dismissal Procedure**

**Arrival**

Students arriving prior to 7:45 a.m. may be dropped off in the extended care room. After 7:45 a.m., please have your child enter through the gate and proceed to the playground. Please follow the parking lot signs for drop off and 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. We strongly suggest you make appointments with teachers before school if you need to see them.

**Dismissal**

At the end of the day, all students will be dismissed from their classrooms.

At the beginning of the school year, each family will be issued a card with your child’s name, classroom number, and teacher’s name. As you enter the parking lot, follow the signs for dismissal, and 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 upon your arrival and will quickly be escorted by a teacher to your car.

If you have business with the Administration or have a scheduled conference with a teacher, please park in a designated parking spot and enter through the Administration building.

No teachers will be available for conferences until 3:15 p.m., following dismissal of the students.

At Merryhill 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.

In the parking lot, please remember to be safe, kind, and courteous each day during arrival and dismissal.

**Attendance/Tardy Policy**

At Merryhill Elementary, participation in the classroom is vital to the progress of each student. Timeliness is also important. Students arriving late miss out on classroom instruction and disrupt the progress of the entire class. We ask our students to attend classes regularly and at the scheduled times. If a student arrives after 8:15 a.m., he/she is considered late and needs to follow the procedures below.

* All students arriving late must check in at the office and obtain a late pass to present to the classroom teacher.
* Parents must accompany the child to the office; however, we ask that the parent not go into the classroom after class has begun.
* After being tardy three times in the period of one month, the student will face potential disciplinary action.
* Further tardiness will require a conference with the parents and the principal.
* Our teachers will work with you and your child to provide any makeup assignments for classes missed due to illness. Assignments can also be completed prior to a planned vacation, however, we encourage our families to plan vacations around the school calendar.
* **If a child misses more than 10 days of school, a conference is required to discuss the reason for the absences.** If the school does not feel thatthe absences are warranted, there is a possibility that your child will not beallowed to advance in grade level.
* If you are aware in advance that your child will be missing 10 days or more, please discuss the absences with the teacher and the administrator to help prepare your child for the absences.
* If you need to pick up your child early, please come to the office, and we will contact your child’s classroom. You are also required to sign your child in/out if they are early/late for school.

**Behavior Expectations**

At Merryhill Elementary we provide a safe environment with positive role models. Our school and classroom goals for behavior are clearly stated and children know what is expected of them.

We use modeling and positive reinforcement to redirect behavior concerns.

If we are unsuccessful with this approach and the pattern of misbehaving continues, we will contact you and work together to reach a resolution.

However, if the unsatisfactory behavior cannot be resolved, Merryhill reserves the right to dismiss or suspend your child for the safety and well being of all the students.

We have a three strike rule regarding physical violence of any form.

* At the first offense, the student will be sent to the principal’s office. At this and any subsequent time, the principal will counsel the student about alternative solutions to physical actions. A Disciplinary Referral Form will be filled out and sent home for parent signature. This must be returned to the office to be filed in the student’s personal file.
* The second offense requires the student to call his or her parent and explain and discuss the situation. Another Disciplinary Referral Form will be filled out and sent home for parent signature. This must be returned to the office to be filed in the student’s personal file.
* On the third offense, the parent of the child will be called and required to come to the school and take their child home for the day. A follow-up conference will be scheduled to work on a solution to the problem.
* Again, if there is no resolution of the problem after repeated conferences, Merryhill reserves the right to dismiss or suspend your child for the safety and well-being of all the students.

**Playground Guidelines**

1. Cooperative games are suggested and encouraged.

2. Walk up steps; sit down on your bottom when using the slide.

3. Only 2nd graders and older may use the monkey bars. Second graders are only permitted to use the lower bars.

4. One child at a time on the monkey bars.

5. No flips on monkey bars.

6. Wood chips are there for your safety.

7. No jumping or running off/on the playground equipment.

8. No guns or shooting games.

9. Tackle sports are not permitted.

**10. No picking up rocks or stones for any reason.**

**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 silence while in the halls.
* Refrain from disturbing classes in session.
* Keep all areas clean and free from litter.
* Eat only in designated areas (this does not include the hallway or computer lab)
* Refrain from marking on walls, lockers, furniture, books, and other people.
* Refrain from throwing objects at or from the building.
* Use appropriate language; do not use racist, sexist, or obscene words and/or gestures.
* Leave gum at home.

**Lunch**

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.
* Do not share ANY food items.
* Eat only in designated areas.
* Clean up 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.
* All birthday lunch parties are at the discretion of the teacher.
* Please refrain from soda and candy.

**Areas of Authority**

Assuming the authority granted to it by law, Merryhill School on Durango establishes the following areas of authority:

* While a student is attending school or a school function.
* While a student is in a school vehicle.
* While a student is at a school-related event or activity.
* While a student is under the jurisdiction of the school.

**Disciplinary Policy and Procedures**

It is the philosophy of Merryhill on Durango that all students, parents, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning environment. All students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously.

**Responsibility of Merryhill Staff Members**

All staff members will be consistent, fair and courteous in disciplining students.

**Responsibility of Merryhill Students**

All students will accept responsibility for their own conduct and adhere to school rules.

**Responsibility of Merryhill Parents**

Parents/guardians will communicate and cooperate with school staff regarding school rules and 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.
* Contact with student’s parents/guardians.
* Conference with parents/guardians.
* Lunch detention.
* Referral to the office.
* Suspension.
* Expulsion from school.
* Police notification.

# Curriculum/Educational Approach

We provide a challenging and robust curriculum. Innovative instruction is led by dedicated, well-trained teachers. We strive for a vibrant school community that values each individual’s contribution. Instruction is tailored to the developmental stage of each grade and to the learning styles of each child.  
  
For grades K-3, the focus is on providing strong foundations in literacy, math, and reasoning. By the time they leave third grade, our students are competent and confident and ready for the more independent learning that takes place in grades 4-5 program.  
  
Students in grades 4-5 learn by exploring and integrating ideas. In these years, our instructional techniques expand beyond the walls of the classroom, including innovative use of technology to allow students to meet and work with peers from other Nobel Learning Communities schools around the country. Our students master not only the core academic competencies, but also the life skills that will carry them through high school, college, and into the workforce.

**Awards**

Each student is recognized in many ways throughout the school year. We recognize students each month with our Character Counts program. One or more children are chosen at the end of the month based upon their character and how they show it in the classroom. Another way we recognize our students is through academic awards. These awards are given to the students when their report cards and personal learning plans are distributed.

Achievement Awards: Student must accomplish **all** of the following:

* Receive all Es and Gs or As and Bs in all core subjects.
* At least a G or B in each Specialty class.
* An E or S average in Social Skills/Study Habits.
* Zero to few tardies and absences.

Principal’s Choice Award: Student must accomplish **all** of the following:

* Receive all Es or As in all core subjects.
* At least an E or A in each Specialty class.
* An E average in Social Skills/Study Habits.
* Zero to few tardies and absences.

**Health Policy**

We ask you to keep your child at home if he or she is running a fever or is contagious. We keep a record of communicable diseases and will inform you if your child has been exposed at school. Your child may return to school after he/she is fever-free for a minimum of 24 hours.

**Emergency Information**

Merryhill Elementary keeps emergency information regarding your child in student files. This information is required to be given to our office prior to the start of each school year. It is also your responsibility to keep this information current.

If your child is sick or injured, we will first try to notify you. If you are unavailable, we will contact your authorized alternate. We will also contact your child’s physician if it is noted on your emergency information.

Emergency services will be contacted, if it is noted on your emergency information, if immediate medical attention is required. All charges incurred are the responsibility of the parent/guardian.

Please have all health forms completed and returned to our office before the start of school. These forms are required before your child can attend class.

Merryhill Schools have the majority of the staff trained and certified in cardiopulmonary resuscitation (CPR) as well as first aid.

**Tobacco Policy**

The use of all tobacco products (inclusive of cigarettes, pipes, cigars, chewing tobacco), by administration, teachers, staff, parents, and students is strictly prohibited on the grounds of Merryhill Schools. This includes the parking lot!

**Parent Involvement**

At Merryhill we believe in your involvement in your child’s education. Please contact your child’s teacher if you would like to help in the classroom. We encourage you to be active in the Parent Teacher Organization and any other school programs needing parent volunteers.

Our teachers will be communicating with you through weekly notes about volunteer work at home or in the classroom. Your classroom liaison is the first person to contact if you need information about upcoming events, parties, or school functions.

NOTE: All parent volunteers must sign in at the office in the Visitor’s

Book each time they arrive on campus to help. If a visitor would like to visit for more than an hour’s time length, then they need to get an approval from the teacher at least 48 hours in advance.

**Birthday Celebrations**

Birthdays may be celebrated in the classroom during the afternoon.

Summer birthdays may be celebrated the last week of school if so desired and organized by the parent. The parents of the child to be honored in any particular month must communicate directly with the classroom teacher to plan the birthday celebration. We ask that you keep this celebration very simple with no gifts or prizes awarded. Due to food allergy concerns, we require you to bring store bought items, such as cupcakes, cookies, or cookie-like items, limited to one per student. Please refrain from sending items that need to be cut.

We know that many of you will have parties held outside of 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.

**Field Trips**

Merryhill students occasionally leave campus to go on field trips that provide enrichment to our curriculum. Teachers will send home a permission slip that has to be signed and returned to the teacher prior to the trip. Field trips are a privilege that can be taken away. Uniforms are to be worn during such trips. Some field trips may require additional fees. If there are additional fees, there will not be any refunds made once a payment has been processed.

**Communication Procedures**

Good communication is the key to a successful partnership and that is what parents and teachers are – partners in education. To create an optimal 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 children’s learning and development. Students need to know that their teachers and their parents have formed an alliance in order to make sure that their learning experience is positive, supported and that the rules and expectations that govern the classroom will be reinforced at home. Essentially, parents and teachers are a team.

This team effort shares the same common goals: to encourage good attitudes, high achievement, and a strong commitment to education. Strong links between home and school will help to facilitate this end. Parent involvement in a child’s education is an important factor in school success and achievement. Fortunately, parent involvement can take place in 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. The following programs are in place to promote communication and involvement.

**Monday Folders**

Monday folders will be sent home every Monday. This folder is the teachers’ tool to send home communications, corrected homework, weekly assignments, and other necessary information. Please be sure to go through the folder and return it with your child on Tuesday.

**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. Parents may also request additional conferences throughout the year. It is best to schedule an appointment by contacting the teacher directly via e-mail or by leaving a message at the office.

**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 or feel that direct contact with the teacher is not sufficient, then you should talk to the principal.

**Electronic Communication**

The use of technology is vital in today’s world and more of us are depending on it to be better informed. It not only helps to improve student learning, but it also enhances the efficiency of school support services. Merryhill encourages the use of electronic communication (e-mail and websites) as a major source of information for parents and students. We also utilize an on-line gradebook program, Jupiter Ed, and encourage checks on grades on a regular basis. While the paperless environment might be in the transitional phase, our hope is to provide immediate access to information and documents via our website and through e-mails. Each week, you will receive an e-mail from your child’s teacher with weekly information. We also invite parents and students to actively seek out our sites for information about grades, homework, projects, activities, etc. The teachers will be responsible for posting the information on their teacher pages and parents and students will be responsible for accessing it. It is a win-win situation for all involved!

**Principal Communication**

Your principal maintains an open door policy in an effort to optimize communication with parents and staff. Appointments are appreciated, especially if you are on a tight schedule.

**Lost and Found**

# Please label your child’s jackets, sweaters, lunch boxes, and notebooks with his/her full name. This will help us return any lost items to your child as soon as possible. We also have a Lost and Found cart in the extended care room where all unmarked items are placed. Any unclaimed items held for a period of 30 days or more will be donated to charity.

**Child Abuse / Neglect Reporting**

NRS 432B.220 requires every licensee or employee of a facility to report suspicions of child abuse or neglect in the facility, the child’s home, or elsewhere, to the appropriate authorities.

**Nevada Child Care Regulations**

Merryhill Elementary supports and adheres to the guidelines publicized by the

State of Nevada in NAC 432A.400.1, 2(a)-(g) concerning the disciplining of children and NAC 432A.410 concerning reporting of child abuse and neglect.

A licensee of a facility shall enhance a child’s behavior through positive guidance, redirection of the child’s behavior and the setting of clear-cut limits on behavior.

A member, employee, or other person associated with a facility shall not, for any reason:

(a) Inflict physical punishment, in any matter or form, upon any child;

(b) Verbally abuse or threaten a child;

(c) Make derogatory remarks about the child or his (her) family;

(d) Threaten a child with the loss of love of any person;

(e) Threaten a child with punishment by a deity;

(f) Subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture; or

(g) Subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child contrary to the provisions of this section is void.

Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:

(a) Holding a child’s arm to prevent hitting;

(b) Bodily picking up the child and removing him (her) from the group, and:

(1) Sitting with the child until he (she) is ready to play without hitting; or

(2) Isolating the child under observation for no more than 10 minutes;

(c) Informing the child in a simple, positive manner what conduct is expected while he (she) is in the facility;

(d) Praising and recognizing a child who behaves in the expected manner; and

(e) Directing a child who is in a situation that is creating problems to a new activity.

**Student Conduct and Regulations**

Merryhill Elementary at Durango 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.

**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 School on Durango. In addition, students who have an Ipad, will be signing an additional agreement to ensure proper usage. Students who violate these policies shall be subject to any or all of the following: revocation of computer use privileges, detention 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. Consequences for students who participate in, encourage, or instigate any physical aggression towards another student are as follows:

* At the first offense, the student will be sent to the principal’s office. At this and any subsequent time, the principal will counsel the student about alternative solutions to physical actions. A Disciplinary Referral Form will be filled out and sent home for parent signature. This must be returned to the office to be filed in the student’s permanent file.
* The second offense requires the student to call his or her parent and explain and discuss the situation. Another Disciplinary Referral Form will be filled out and sent home for parent signature. This must be returned to the office to be filed in the student’s permanent file.
* On the third offense, the parent of the child will be called and required to come to the school and take their child home for the day. A follow-up conference will be scheduled to work on a solution to the problem.
* Again, if there is no resolution of the problem after repeated conferences, Merryhill reserves the right to dismiss or suspend your child for the safety and well being of all the students.

**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, 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.

Consequences:

* Parental notification and detention
* Suspension
* 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:

* Parental 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:

* Parental 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.

Consequences:

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