# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>PRINCIPAL'S MESSAGE</td>
<td>3</td>
</tr>
<tr>
<td>SCHOOLWIDE LEARNING OUTCOMES</td>
<td>4</td>
</tr>
<tr>
<td>SCHOOL CONTACT INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>5-9</td>
</tr>
<tr>
<td>VISITORS AT SCHOOL</td>
<td>9</td>
</tr>
<tr>
<td>ADMISSIONS' PROCEDURES</td>
<td>9</td>
</tr>
<tr>
<td>TUITION &amp; DISENROLLMENT</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT RECORDS/REQUESTS</td>
<td>10</td>
</tr>
<tr>
<td>ATTENDANCE GUIDELINES</td>
<td>11</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>11-12</td>
</tr>
<tr>
<td>EDUCATIONAL PROGRAM</td>
<td>12-13</td>
</tr>
<tr>
<td>ACADEMIC ASSESSMENT</td>
<td>13</td>
</tr>
<tr>
<td>STUDENT ACHIEVEMENT</td>
<td>14-16</td>
</tr>
<tr>
<td>HOMEWORK GUIDELINES</td>
<td>16-17</td>
</tr>
<tr>
<td>OTHER SCHOOL PROGRAMS</td>
<td>17-21</td>
</tr>
<tr>
<td>PARENT COMMUNICATION</td>
<td>21-23</td>
</tr>
<tr>
<td>STUDENT BEHAVIORAL EXPECTATIONS</td>
<td>23-26</td>
</tr>
<tr>
<td>STUDENT UNIFORM/DRESS CODE</td>
<td>26-27</td>
</tr>
<tr>
<td>STUDENT SUPPLIES &amp; LOCKERS</td>
<td>28-29</td>
</tr>
<tr>
<td>MEDICAL &amp; EMERGENCY PROCEDURES</td>
<td>29-30</td>
</tr>
<tr>
<td>TECHNOLOGY USAGE POLICY</td>
<td>31-32</td>
</tr>
<tr>
<td>iPad POLICIES &amp; AGREEMENT</td>
<td>33-35</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

Merryhill School states that its mission is to support the development of students with active and creative minds, a sense of understanding of the world around them, and a passion for life-long learning and service. We stress the total development of each child - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports individual differences and learning styles through developmentally appropriate practices, academically challenging curriculum, and the integration of technology.

MESSAGE FROM THE ADMINISTRATION

Welcome to Merryhill School. We are extremely pleased to have your family join ours as we enter into a new academic year and year three in our Midtown campus.

Merryhill School’s academic program for Junior Kindergarten through eighth grade is a strong, skills-based, comprehensive curriculum. This well-developed program enables our students to achieve success in learning as well as to participate in an extended day program in a safe, structured and supervised environment. In addition, we firmly believe that parent involvement is one of the significant reasons that our children succeed in school. This Parent and Student Handbook will serve as a handy reference throughout the year and as a guide as we work together on your child’s behalf. We also ask that you read through the Transportation Handbook and iPad Handbook (grades 4-8). Once read, please sign the handbook acknowledgement forms which are included in your grade level Back-to-School packet.

The teachers and administrators of Merryhill School welcome the opportunity to meet with you at any time throughout the school year and, of course, are always pleased to respond to any questions, concerns, or suggestions. Each of us is dedicated to ensuring that all of our activities reflect the vision and principles that our school embodies. We are pleased that you have chosen Merryhill School for your child’s education and thank you for your commitment.

Here’s to a wonderful year!

Merryhill 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.
SCHOOLWIDE LEARNING OUTCOMES

The Merryhill School philosophy encompasses not only the attainment of content area skills and knowledge but also the acquisition of skills that provide a broad scope of student outcomes which predict that upon graduation students will:

Demonstrate Knowledge Innovatively
- Achieve proficiency or above in core content areas
- Apply core knowledge and skills to create and implement original and productive ideas and solutions
- Work collaboratively to solve problems and generate new ideas
- Use knowledge to discover and develop cross-curricular connections and identify relationships
- Access and use information from varied sources appropriately and accurately in order to research, create, and express information and ideas
- Understand and employ a variety of multi-step processes in order to create a final product (brainstorm, analyze, evaluate, question, implement, reflect)
- Think critically and employ complex reasoning skills and processes

Communicate Effectively
- Articulate knowledge and ideas in varied situations, with a range of tools (variety of media) and for multiple purposes
- Evaluate, interpret, and reply effectively to verbal & nonverbal communication
- Communicate through a variety of forms for varied audiences (written, oral, visual, etc)
- Analyze the effectiveness of one’s communication skills
- Be an active, empathetic and understanding listener and participant
- Interact and work effectively with others

Serve as Socially Responsible Citizens
- Guide and/or lead others by building and using leadership characteristics such as communication, interpersonal skills, perseverance, confidence, flexibility, honesty, and vision
- Act responsibly and with integrity
- Participate in civic life by becoming informed on issues and making civic decisions
- Understand and address global issues and perspectives, including environmental, social, cultural, political and economic issues that impact the world
- Make a conscious contribution to others through service learning opportunities
- Develop an awareness and appreciation for the arts
- Communicate effectively in a second language and develop an appreciation of other cultures
- Practice digital citizenship when working, playing, and learning online

Navigate through Experiences as a Life Long Learner
- Set, follow through, and assess the success of both long and short term goals
- Develop individual areas of interest by applying learning and advancing skills to expand one’s knowledge
- Prioritize and manage time and tasks efficiently
- Accept accountability for results and take pride in accomplishments
- Become informed on various issues to aide in making appropriate personal choices (such as economic, health, social, environmental)
- Engage in academic, extra-curricular, and social opportunities through active participation, positive attitude, and commitment to the task
SCHOOL CONTACT INFORMATION

Address: 2600 V Street, Sacramento, CA  95818
Front Office Phone: 916-429-6055
Front Office Fax: 916-737-7670
Website: www.merryhillmidtown.com
Twitter: @MHSMidtown

GENERAL INFORMATION

Hours of Operation:
School Operating Hours: 6:30am – 6:00pm
Schedules vary by grade level. See teacher websites/posted schedules.

Arrival/Departure Procedures:
The building opens at 6:30am to all students. At 8:10am, students are dismissed from their before school activities to their homeroom classroom. Homeroom begins at 8:15 at which time attendance and lunch orders will be taken. Students arriving after 8:15 will be considered tardy.

To enter the main doors from the outside, parents and students will enter their log-in code on the key pad which unlocks the doors into the lobby area (Key codes will be provided to each new family. Existing families will use their current code.). Family and student access should be limited to the main doors only. For safety reasons, side doors are reserved for staff.

For JrK – 5th grade, the academic day ends at 3:00pm with study hall immediately following from 3:00-3:45. Academics for students in grades 6-8 end at 3:45 with study hall built into their mid-day lunch and break schedule. Students may be picked up at the end of their academic day or remain on campus for after school activities. Students may only be picked up by parents/guardians or adults listed on their emergency care card. A request can be made in writing to the front desk to add another adult to the approved list. For students picked up after 6pm, a $1 per minute fine will be assessed. Habitual late pick-ups will result in a conference with the administration.

General drop off and pick up procedures:
• Please park in designated spaces or along the streets surrounding the school (not in the red loading area or in the bus loading area). Please use the sidewalks/walkways leading into the building and proceed carefully through the parking lot with your child.
• All Junior Kindergarten parents/guardians must park and walk their child in the building to their JrK classroom. Parents must also park and pick up their child in the JrK classroom in the afternoon. Sign-in and sign-out sheets are located in the classroom.
• K-5 students must be escorted in by their parent/guardian to their B&A counselor between 6:30 – 8:10am. From 7:45 – 8:10am, parents also have the option of using the kiss-n-ride drop off system (see instructions below). In the afternoon, parents must park, enter the building, and sign out their child.
• Middle school students may be escorted in by their parent/guardian or may be dropped off at the main doors regardless of the morning drop off time and proceed to their before school activity location. In the afternoon, all middle school students must be picked up inside the building by their parent and signed out.
• If there are any neighborhood families wishing to allow their child to walk or ride a bike, please contact the front office for details and paperwork.

Morning Drop-Off System:

- This morning drop off option is available from 7:45 – 8:10 each morning to help move traffic through the parking lot and move students into the building with ease during the busiest drop off time.
- Cars enter the parking lot at the 26th Street entrance (our only entrance) and proceed to the main entrance doors near the 27th Street exit.
Once the car is stopped in front of the doors, a staff member will open the back rear driver’s side door which is facing the school, assist the student/s out of the car, close the door, and escort him/her into the building. Once the staff member and student/s are on the sidewalk, the car may pull slowly away and exit the parking lot onto 27th Street.

Rules for using the Morning Drop Off System:
- Students must be in grades K and above.
- Students must be sitting behind the driver and able to unbuckle themselves from the seatbelt or booster seat.
- Students must have all backpacks, lunch boxes, etc. with them in the back seat as no other doors or trunks will be opened.
- Parents may not get out of their cars in the kiss-n-ride line.
- Please say good-byes prior to the student exiting the car in order to help us avoid congestion and keep the drop off line moving.

Late Drop-Off Procedures:
If you will be arriving late to school, please follow these procedures:
- Park and escort your child into the building.
- Check in at the front desk in order for attendance to be logged.
- Order lunch, if needed, if dropping off before 8:45am. If you will be arriving after 8:45 and need to order lunch, please call the front desk before 8:45.

Early Pick-Up Procedures:
If you need to pick up your child early, please follow these procedures:
- Notify the teacher AND front desk in advance so that materials can be packed and ready to go.
- Park and check in at the front desk where your child will be called for dismissal. Students will not be permitted to wait in the lobby as instructional time is valuable.
- Sign out your child and indicate whether he/she will be returning to school that day.

Bus/Van Routes:
See the Transportation Handbook for routes, times, drop off and pick up procedures, and other safety guidelines. This will be distributed in late July.

School Calendar
*Additional Dates:
*PTSO Back to School Picnic – Thursday, August 4th (5-7pm)
*Back to School Night – August 17th for JrK-3, August 18th for 4th – 8th (5-7pm)
*Open House Evenings (5-7pm) – November 3, January 19, March 23
*Testing Week – Spring

Academic Half Day Schedules:
On an academic half day, students will spend the morning celebrating and reflecting on accomplishments, setting goals, and participating in class meetings. The academic day
ends at 1:00. Half Day after school activities include indoor/outdoor games, arts & crafts, and other themed projects. Afternoon bus runs will operate on their regular schedule.

**Fall, Winter & Spring Academic Breaks:**
The campus is open for break camps during the winter and spring academic breaks. Campers participate in a variety of structured, theme-based activities. There is a daily fee to participate in these camp days. No bus routes are in operation during break camps.

**Summer Camp:**
Summer camp will begin on Monday, June 5th, 2017 for JrK-8th grade students and run through Friday, August 5th or 12th. Camp information packets are distributed in the late winter/early spring of each year. Tuition is paid weekly over the summer months.

**Open Houses:** November 3, January 19, March 23

**Testing Week:** TBD
VISITORS AT SCHOOL

Parents are welcomed and encouraged to visit the school. For the safety of our students and to minimize classroom interruption, parents and visitors to the school **MUST** stop at the front desk to check in. We appreciate your cooperation with this policy.

New visitors to the school must provide ID to be verified and a visitor’s badge will be printed.

ADMISSION PROCEDURES

We welcome new students and families, and we want to make sure that every student can be successful in our academic program. Therefore, we do require students who are interested in attending our school to:

- Provide the most recent school year’s report card
- Take the Metropolitan Achievement Test (MAT8) if entering grades 1-8
- Spend a minimum of one half-day participating in classroom activities

This admissions’ process helps us ensure that all students who attend our school will be successful academically, socially, and behaviorally.

Upon admittance, a registration form, non-refundable registration fee, cumulative folder request form, as well as other necessary school forms will be collected.

TUITION & DISENROLLMENT PROCEDURES

Based on the signed tuition agreement, tuition can be paid in one payment due August 1, 2016, two payments which are due August 1, 2016 and January 1, 2017, or in 10 payments due on the first of every month from August through May. A $30 late payment fee is assessed after noon on the day following the due date. A charge of $25 will be applied to an account in which a check is returned. ACH (automatic payment system) is the preferred method of payment. To enroll in automatic payment or credit card, please submit the applicable form to the front office. A 2% credit card fee will be applied to all credit card transactions. To check on a tuition account balance or request a tuition invoice, please contact our office manager by calling 916/429-6055.

Parents with more than one child enrolled at any Nobel Learning Communities, Inc. school may be eligible to receive a discount for each additional child after tuition has been paid at the regular, full-time rate for the oldest child. Parents are also eligible for a $250 referral discount off of one month’s tuition for referring a new student. Discount is applied after the new student has attended school for 90 days. Consult with the Head of School for more information.

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from
school prior to the last day of the school year must give one month’s written notice in order to be excused from paying tuition for periods following the withdrawal date (see the Tuition Agreement for details). A student can be withdrawn from school for academic or behavioral reasons as determined by the Head of School.

**STUDENT RECORDS/REQUEST**

All requests for student records must be submitted in writing to the administration and should be accompanied by a form provided to the school requesting the records. Requests may take up to seven school days to process. We appreciate your patience.

Upon admittance, please complete our Student Record Request form which allows us to process the request from your former school. Cumulative files contain immunization information, reports cards, standardized test data, and general student information.

In addition to the student cumulative files, the following forms are required for EVERY student each year and are kept in the administrative offices.

**ALL STUDENTS:**
- Emergency/Medical Care Form
- Tuition Agreement
- Field Trip Permission Form
- Photo Release Form
- Tuition Fee Schedule (distributed at time of enrollment)
- Class Color T-shirt Order Form
- Automatic or Credit Card Payment Forms, if applicable

**GRADES JrK-8:**
- Technology Usage Form & iPad Pledge

**JUNIOR KINDERGARTEN**
- State Required Paperwork

**KINDERGARTEN ONLY:**
- State Health Paperwork – Kindergarten only

**GRADES 4-8:**
- iPad Policies & Procedures Agreement

During the month of July, each family MUST attend a Paperwork Turn-In appointment in order to submit all required forms and ensure all documents are in order for the start of school. Please drop off paperwork during one of the following sessions:
- Tuesday, July 12, 19, or 26 between 7-9am
- Wednesday, July 13, 20, or 27 between 11am-1pm
- Thursday, July 14, 21, or 28 between 4-6pm
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. PLEASE NOTE: Students with unexcused absences will be unable to make up missed assignments.

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’s 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 administration if you have any questions or concerns.

Lateness to school is sometimes unavoidable. A pattern of repeated lateness, 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.

Late Arrival Policy:

Grades K-5: If lateness is a consistent issue, parents will be notified by the school and a conference will be scheduled to determine a plan for consistently arriving on time and for making up any missed work due to the tardiness.

Grades 6-8: For each tardy, in the morning or throughout the day, participation points will be deducted, per each teacher’s policy. If lateness to class is an ongoing issue, parents will be notified by the school and a conference may be scheduled to develop a plan for timeliness.

REMEMBER: BE IN THE BUILDING BY 8:10 AND IN CLASS BY 8:15. Attendance recognitions will be awarded during some monthly assemblies.

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, our 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.

From 2008-2011, the Sacramento area Merryhill Schools completed the initial accreditation process and were granted preliminary three year accreditation terms. Following the initial process, a school self-study was conducted and an accreditation team completed a site visit. Full six year terms were granted and during this time the schools continue to add to the self-study, implement the action plans, and prepare for a 2017 review at the end of the term. Our administration and staff will be working diligently to prepare for the upcoming 2017 WASC review and communicating frequently with our families to share updates about the accreditation process.

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.

Each school year is divided into trimester with either trimester or year-long focuses which incorporate the concepts such as design thinking, global understanding, systems, etc. Teachers design academic experiences to incorporate these concepts and specialized projects are embedded in each trimester as well.

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 trimester projects.

School-wide Project: Design Thinking

Students take part in a 2 trimester long project focused on local, national and/or global issues. Through these projects, students apply core content skills, utilize various forms of media to learn and create, and work collaboratively using leadership, communication, and other important skills. Student progress on the project is highlighted at open houses and through media productions. Students are assessed on various aspects of the project throughout the year, which are included with core content grades.

Service Learning

Service learning projects allow our 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.
**STEM**
Each grade level (K-5 and 7th) also participates in a project that integrates science, technology, engineering and math (STEM). These projects focus on innovative and inventive thinking through integrated, investigated studies.

**Personal Learning Plans**
The Personal Learning Plan provides an opportunity for the 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 is completed at school on our trimester reflection days and included with end of trimester reporting.

**ACADEMIC 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?"

**Online Reading and Mathematics Assessments**
Online assessment tools provide our staff with valuable information regarding how well our students are meeting or exceeding reading and mathematics standards throughout the year. Students are assessed a minimum of three times per year. Teachers use the 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 teachers learn about each child’s needs and they can then adjust lesson plans and instruction to meet the needs of each student.

**Annual Achievement Assessment**
Each year all students in grades K-8 are expected to take an achievement test during the spring. These assessments evaluate each child’s progress toward meeting rigorous and essential content standards in reading, mathematics and language arts. The results help us determine how well students are performing compared to other students their age and how effectively we are covering essential skills and standards for each grade. The test is given once per year and over a series of days during April or early May. Test strategies and tips will be shared with students and families prior to the assigned testing week.
STUDENT ACHIEVEMENT

Student achievement is officially reported to parents twice each trimester. Progress reports are distributed (via email unless otherwise requested) at the mid-point and report cards are distributed (via email unless otherwise requested) at the end of each trimester. Each teacher calculates grades using his/her grading plan which includes daily assignments, tests/quizzes, projects, homework, and participation. Students must understand that their grades reflect their effort and responsibility and it is stressed that grades are earned, not given, and belong to him/her and not to the teacher or the parent.

Junior Kindergarten:
Our Junior Kindergarten students are assessed three times per year on their development of key academic, social, and fine and gross motor skills through observation and other age appropriate methods. Regular communication from the teacher will indicate each child’s progression in these areas along a developmental continuum from introductory to mastery.

Early Elementary Grades (Kindergarten – Second):
In the early elementary grades, students are assessed using our proficiency/achievement grading scale. The scale reflects a range of proficiencies from advanced grade level performance to a beginning level of grade level performance. The scale is included on the report cards.

Elementary Grades (Third - Fifth):
In the elementary grades, core subjects (math, science, social studies, language arts) are assigned letter grades on the progress and report cards. Specialty subjects, including art, technology, PE, music, and Spanish, are assigned grades from the Proficiency/Achievement Grading Scale.

Middle School Grades and Grade Point Average (GPA):
In the middle school grades (6th – 8th), all classes are assigned a grade with their corresponding percentage and GPA Equivalent. GPAs are included in the middle school as they are an important part of a student’s transcript which is used to apply to local high schools. Although all courses are graded, only core classes (math, science, social studies, language arts, and Spanish) are included in the GPA. To calculate the overall Grade Point Average (GPA), core subject grades are converted to their GPA Equivalent. For example, a student may earn a 92% or an A- in math which is reported on the report card. This would convert to a 4.0 in order to calculate the overall GPA (add each GPA equivalent in core subjects and divide by five).
Percentage – Letter Grade – GPA Equivalent Grading Scale (Upper elementary and middle school grade):

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>GPA</th>
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<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90% - 92%</td>
<td>A-</td>
<td>4.0</td>
</tr>
<tr>
<td>87% - 89%</td>
<td>B+</td>
<td>3.0</td>
</tr>
<tr>
<td>83% - 86%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80% - 82%</td>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>77% - 79%</td>
<td>C+</td>
<td>2.0</td>
</tr>
<tr>
<td>73% - 76%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70% - 72%</td>
<td>C-</td>
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</tr>
<tr>
<td>67% - 69%</td>
<td>D+</td>
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</tr>
<tr>
<td>63% - 66%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
<td>0.0</td>
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I = Incomplete

Honor Roll, Grades 3 - 8:
Each quarter, students in grades three through eight may earn Honor Roll status.

- **Gold Honor Roll** –
  - Grades 3-5 – all A’s in core subjects, Os or Gs in specialty classes, no N’s
  - Middle School – all A’s in core subjects, no grades below a B in secondary courses
- **Silver Honor Roll** –
  - Grades 3-5 – A’s and B’s in core subjects, Os or Gs in specialty classes, no N’s
  - Middle School – A’s and B’s in core subjects, no grades below a B in secondary courses
- **Bronze Honor Roll** –
  - Grades 3-5 – All B’s in core subjects, O’s or G’s in specialty classes, no N’s
  - Middle School – All B’s in core subjects, no grades below a B in secondary courses

Study Hall:
To support student achievement, all students on campus must report to study hall each day. This time is designated for teacher tutorials, homework or assignment completion, and/or group project work. Extended study hall is provided after 3:45 for those students on campus who want additional time to complete their work. See individual grade level schedules for study hall times.

Additional Academic Support:
For students in need of varied academic support, individual plans will be developed by the staff, student, and parent/guardian and could include additional study hall time, independent studies, small group instruction, etc.

Academic Probation for Grades 5-8:
Academic probation is a warning that a student’s academic performance has fallen below Merryhill's expected requirements. At the end of each grading period, students below a cumulative GPA of 2.0, and/or a failing grade in any class (including specialty classes), and/or a teacher recommendation due to a large number of missing assignments will be placed on academic probation. Participation in after school clubs and sports may be impacted and extended study hall required. This status will remain until the next grading period for further review and assessment.
• Notification of Academic Probation
Parents of students on academic probation will be notified via email at the middle and/or end of the grading period.

• Academic Probation Due to Academics or Attendance
Students who are not meeting the above academic requirements are placed on academic probation. In addition, students with 10 unexcused absences or 10 unexcused arrival tardies (more than 15 minutes late) will automatically be placed on academic probation.

• Participation in Middle School Events
Students on academic probation may be prohibited from attending special middle school events such as dances, middle school night out, etc. Field trip attendance will be at the discretion of the staff as time may be better spent on academics, completing late work, etc.

• End of Year Grade Promotion
For any student on academic probation for at least 2 trimesters of the school year, a mandatory meeting, in May, will be held with the staff, administration, parents and student to discuss the next course of action: promotion to next grade level, promotion to next grade level with an academic plan, or dismissal from school.

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: 15-20 minutes
• This will be in the form of weekly review packets.

Grade 1-2: 20-30 minutes plus weekly reading goal
• This will initially be in the form of weekly packets for first grade.

Grades 3-4: 30-45 minutes plus weekly reading goal
• Students will be assigned homework daily and will be provided a planner to record daily and long-term assignments.

Grades 4-5: 45-60 minutes
• Students will be assigned homework daily and will be provided a planner to record daily and long-term assignments.

Grades 6-8: 60-90 minutes
• Students will be assigned daily and long-term assignments which are recorded in a Merryhill planner (provided by the school) and can monitor homework and grades through their online grade book account.
Homework Tips and Policies:

- Organization is a key to homework success. Students are required to purchase some school supplies which should be replenished throughout the year as needed.
- Homework is most often assigned for practice to reinforce concepts learned in class.
- If your child is spending an inordinate amount of time on homework or seems to not understand the concept covered, please arrange a time to speak with the teacher.
- All teachers will post the homework for their classes on their websites.
- Note that not all assignments are due the following day. It is important for students to work on homework daily, even if it is not due until the end of the week. Procrastination is not a value we want to foster.
- If homework is not complete at the beginning of class, it is considered late. Late work is accepted for partial credit (amount of credit determined by each teacher). It is the student’s responsibility to turn in missing assignments. The teachers will not constantly remind students.
- Any student who has an excused absence is responsible for making up missed work. In general, teachers will allow an extra day for each day that the student missed. Arrangements to make up tests or quizzes must be arranged by the student.
- A list of missed assignments can be obtained at the end of the school day at the front office if the parent has called and requested it that morning. Failure to make up work will impact a student’s progress and overall grade.
- If a student has been absent due to illness for several days, make-up work may be requested by calling (916) 429-6055 (please allow 24 hours notice before picking up assignments).
- If a student will be out for an extended period of time due to a planned trip, assignments can be requested ahead of time; however, students should continue to monitor the homework and information posted on the teacher websites for any changes or additions.
- All returned work should be kept until the end of the grading period as a source of review materials.
- In the upper grades, teachers may assign test corrections as class work or homework if a student scores below 70%. Their corrections allow the teacher to ensure understanding and will raise their test grade, according to teacher policy, if done correctly. No test grades will be dropped during the course of a quarter.

OTHER SCHOOL PROGRAMS

Experiential Learning Opportunities:
Each grade level will participate in numerous curriculum-based experiential learning opportunities throughout the school year. In grade three and above, one of the field trips will include an overnight stay. Parents will be notified of associated costs and provided ample time to make payments towards the trips. A permission form must be completed and submitted to the front office in order for a student to attend all trips.
For the 2016-17 school year, students will participate in grade level on and off site experiential learning as well as the following overnight trips:

- Third grade – science, one night (spring)
- Fourth grade – social studies, one or two nights (spring)
- Fifth grade – social studies/science, one night (late winter/early spring)
- Sixth grade – science, 2 ½ days (October)
- Seventh grade – Ashland, 5 days (spring)
- Eight grade – graduation trip, 4-5 days (May/June), possible DC/NYC trip in fall

Food Services:
Students are provided with three opportunities throughout the day to eat snacks/lunch in designated areas (The Commons, outside patio, and classrooms with teacher approval). Snack may be eaten during morning break or during the after school program. Students are encouraged to bring healthy snacks. ANY FOOD ALLERGIES MUST BE REPORTED TO THE FRONT OFFICE ON THE ALLERGY FORM. A morning snack is provided for Junior Kindergarten only. Snack is not provided by the school for any other grades but can be purchased from the student store.

WE ARE A PEANUT FREE/ NUT AWARE CAMPUS.
- PEANUT FREE: Foods with peanuts are never allowed.
  - No foods containing peanuts will be served by the school.
  - No foods containing peanuts will be allowed in items sent in by parents for class parties or other events.
  - No foods containing peanuts will be allowed in student lunches or snack.
- NUT AWARE: Foods with other nuts will be permitted on a limited basis.
  - No foods containing nuts will be served by the school.
  - No foods containing nuts will be allowed in items sent in by parents to be shared, such as for class parties or other events.
  - Students will be permitted to bring in snacks and lunches containing nuts (other than peanuts). However:
    - Students are not allowed to share or swap food.
    - Students are required to wash their hands after consuming food with tree nuts.
    - Nuts include: cashews, walnuts, almonds, pecans, and hazelnuts.
- Suggested alternatives to peanut butter: Nutella, Almond butter, WOW butter, Sunbutter (sunflower seed butter).

For JrK-8th grade, hot lunch will be provided by a local caterer and will be delivered and served hot and fresh each day. Students will place their order each morning in their homeroom class and may ONLY pay through their lunch account. If a student is late or forgets to order by 8:45am, it will be too late to order and parents will be called and asked to bring a lunch for their child. The menu runs on a two week cycle and will consist of lunch and a drink for $5. Of course, students are always welcome to bring lunch from home. We are unable to refrigerate student lunches but do have microwaves, plates,
napkins and utensils on campus for their use. If a student arrives at school without a lunch, parents will be called to bring one to school.

**Lunch Accounts:**
Daily lunch orders must be paid from a lunch account. Please do not send in $5 cash with your child to purchase lunch. Lunch is $5 per day and includes the main dish, sides, and drink. Students must order each morning during attendance and their account will be debited. Parents may track their lunch account balance by logging into their account (information will be provided in August). Lunch service may be terminated as the result of past due accounts.

If your child will be late to school, please call the front desk before 8:45am to place their lunch order. Lunch is ordered at 9:00am each day.

<table>
<thead>
<tr>
<th><strong>Week A Menu:</strong></th>
<th><strong>Week B Menu:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese or pepperoni pizza, healthy side, dessert</td>
<td>Hamburger, veggie burger, or chicken sandwich, yogurt, fruit</td>
</tr>
<tr>
<td></td>
<td>Popcorn chicken or veggie nuggets, tots, fruit</td>
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<tr>
<td></td>
<td>Meat or veggie lasagna, side salad, garlic bread</td>
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<tr>
<td></td>
<td>Make your own burrito bowls along with chips &amp; salsa</td>
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<tr>
<td>Cheese or pepperoni pizza, healthy side, dessert</td>
<td>Sandwich Bar-sub sandwich, chips, fruit</td>
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<tr>
<td></td>
<td>Veggie or orange chicken rice bowl, roll, fortune cookie</td>
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<tr>
<td></td>
<td>Meat or marinara pasta, side salad, garlic bread</td>
</tr>
<tr>
<td></td>
<td>Beef or veggie hot dog, tots, fruit (extra hotdog for $1 more)</td>
</tr>
</tbody>
</table>

**Cash Cards:**
On-site K-8 student purchases must be paid using a Cash Card as no cash is accepted at the School Store (snacks), for Student Council events, or for other on-campus activities. Cash cards can be purchased from the office managers for $10 or $20. Cards are kept in a binder to prevent loss and in order for staff and students to track purchases and the remaining balance. Students will be verbally reminded when their card is low.

**Student Store:**
During morning break and after school, the Student Store is open for snack purchases for our K-8th grade students. Items may only be purchased with a Cash Card that is available for purchase at the front desk or through the office managers. This allows parents to control how much is purchased and does not require any cash to be carried by students.

**Spirit Shop:**
Parents may purchase sweatshirts, tees, socks and other spirit wear from the Spirit Shop each morning and afternoon. Check in with the front desk for purchasing information.
**Student Council:**
At the beginning of each school year, seventh and eighth grade students may opt to run for SC offices. Elections are held and officers are chosen by the student body. The Student Council plans spirit events, school dances, community service events, and much more throughout the year. Money raised through SC events supports their school-wide plans, is donated to local causes, and helps with the cost of our 8th grade graduation.

**AFTER SCHOOL PROGRAM**

The after school program consists of daily activity rotations on Monday through Friday. Please see the communication boards in the administration wing for drop off and pick up locations during the before and after school program.

**Anticipated Activity Block Times:**
- 3:00 – 3:45
  - Grades K-5 Study Hall
  - Grades 6-8 Academics (study hall built into lunch/break schedule)
- 3:45 – 4:30
  - Grades K-8 Activity Block (sports, clubs, classes, organized activities)
- 4:30 – 5:15
  - Grades K-8 Extended Day Block (outside play, gym play, extended study hall)
- 5:15-6:00
  - Grade K-8 Extended Day Block (indoor activities)
- Junior Kindergarten
  - 3:00 – 6:00 Extended Day Activities, extra classes offered at 3:00

**After School Sports:**
Intramural sports, such as soccer, softball, and hockey, are offered to our K-4 students. For each sport, the athlete pays a small fee as indicated in the after school sign up booklet (available by August 1st).

PAL Sport Teams are offered to fifth through eighth graders. This is a local private school league that is organized externally. Teams generally practice twice a week and have one game per week. Required fees cover the cost of the league fee, referees, and field/gym space for games ($120 per sport). Without payment, a student may not participate on the team. Athletes must also purchase the required uniform. Parents are encouraged to assist with coaching. If there is not enough interest or coaches, a team will not be fielded.

- **Fall:** Girls’ Volleyball (JV – 5th & 6th grade, Varsity – 7th & 8th), Boys’ Flag Football (Varsity 6th – 8th grade), Coed Cross Country (JV – 5th & 6th grade, Varsity – 7th & 8th)
- **Winter:** Basketball for girls and boys (JV – 5th & 6th Grade, Varsity – 7th & 8th grade)
- **Spring:** Coed Golf (5th – 8th grade), Girls’ Flag Football (6th – 8th), Boys’ Volleyball (5th – 8th grade), Coed Track & Field (5th – 8th grade)
Clubs & Classes:
Clubs and classes are developed by outside vendors or our staff and will have an additional fee for participating. Early Engineers, Firefly Art, dance classes, karate, and more are offered throughout the year. A new sign up packet will be emailed to parents each term (fall, winter, and spring).

PARENT COMMUNICATION

Clear and consistent parent communication is essential to the success of our program. 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 and supportive and that the rules and expectations that govern the classroom will be reinforced at home. Essentially, parents and teachers are a team. In order to stay informed, be active in school programs, and be an integral part of your child’s academics, please make sure the front office has an updated email address and please take advantage of the following communication pieces:

• **Weekly Newsletters** – Every weekend, a newsletter will be emailed to provide families with a glance into each week and happenings around campus.

• **Monthly Calendar** – In each newsletter, the calendar will provide families with a listing of events, schedule of sport games, and payments due. While a copy should remain at home, the lower portion can be submitted with all applicable payments. The website calendar is also a convenient place to check for general dates.

• **Friday Emails** – Each Friday, your child’s teacher or team will email a brief update of the week and provide reminders of what is coming up next.

• **Friday Folders** – Every Friday, students in grades JuniorKindergarten through fourth grade will arrive home with a folder containing some of their work from the week. Folders should be signed and returned on Monday. Student work remains at home.

• **School & Teacher Websites** – Because students often have multiple teachers and multiple classrooms, the best place to find information about homework is on the website: [http://merryhillmidtown.com](http://merryhillmidtown.com). Middle school teachers post on the Jupiter grading site.
  -In the "Parent Information" pull-down menu, there is a "Faculty Directory" which contains links to each teacher's website. Please check these websites if your student forgets to write down his/her homework in the planner.
  -The website also contains teacher e-mail addresses, a monthly calendar, forms, important links, and other basic information.

• **Email** – As instruction will not be interrupted for phone calls, email is an excellent way to communicate with your child’s teacher/s. Emails will be returned within 24 hours.
• **Phone Calls** – Teachers will provide families with their available contact hours. To avoid class interruptions, teachers and students should not be contacted by phone during instructional hours. Except in the case of an emergency,
  - Students may use the phone before school, during break, or after school only. Students must ask for permission to use the phone or their cell phone. Cell phones may only be used in the main office.
  - Students may ONLY call if they need to make alternative after school arrangements or need to address other important school day related issues.
  - We discourage students from calling home for forgotten items. This will help improve their organization and level of responsibility.

• **Online Access to Grades** – In August, each middle school (6th – 8th) parent will be given access to our online grading program. Communicating with your child regularly and helping them monitor their agenda along with the information provided on the grading site will help everyone stay current with grades and assignments. Please keep in mind that teachers are given multiple days to get assignments graded, especially essays and projects.

• **Parent Conferences** – Parent-teacher conferences can be scheduled throughout the year as needed. There will be academic half-days available four times throughout the year to allow for conferences to take place in the afternoon. Parents may also request additional conferences throughout the year. It is best to schedule an appointment by contacting the teacher through the office or through email. Due to time constraints, after-hours meetings are not available unless a request is made in advance.

• **Classroom Visits** - Each classroom is open to families between the hours of 8:15 am and 3:45 pm. Before and after those times, they will be locked for safety and security purposes. We encourage you to visit your child’s class regularly; however, please respect classroom instructional time. During the academic day, our teachers are focused on the students and are not available for unscheduled conferences. Conferences should be scheduled with your child’s teacher in advance so that you can voice your concerns or propose questions in a private, one-on-one atmosphere. We appreciate you respecting each student’s privacy and our teachers’ time.

• **Back-To-School Night** – On August 17th (JrK-3) and 18th (4th-8th) each teacher will be hosting an information session in their classroom in order to provide details on daily routines, academic and behavior expectations, field trips, and more.

• **Open Houses** – Evening Open Houses are scheduled in November, January, and March to provide opportunities for students to present to an authentic audience and to showcase their accomplishments. All families are encouraged to attend.

• **Addressing Concerns** - Whenever you have a concern or problem, please communicate this so that the issue can be discussed and resolved.

• **First Step:** You should always contact the teacher first regarding student progress, assignments, social situations, behavior, etc. 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 administrator in charge of that grade level. This should be done only after direct contact with the teacher.

• **Other Concerns:** Concerns regarding overall school programs, staff, curriculum, etc. should be directed to the Head of School or applicable administrator.

## STUDENT BEHAVIORAL EXPECTATIONS

It is the philosophy of Merryhill School 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 climate; therefore, 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, and it is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors, and using positive reinforcement. Positive classroom and school agreements allow students to know what behaviors are expected of them.

**School Agreements:**
- Mutual respect of things, ourselves and others
- Attentive listening
- Appreciation of others
- Participation in school activities

**BE FIERCE Program:**
Meeting students' social and emotional needs as well as developing character, learning, and leadership traits is a key aspect of developing a positive school culture, maintaining a respectful environment, and building great citizens.

• **BE F.I.E.R.C.E:**
  • **F** = fearless: takes responsible risks, willing to try something new, determination, grit, persistent, honest & brave
  • **I** = innovative: creative, skillful thinker, problem-solver
  • **E** = enthusiastic: engaged, full of wonder, enjoys & is open to learning, positive attitude, finds humor,
  • **R** = responsible: organized, respectful, ownership of self and choices, socially responsible, self-control, manages impulsivity
  • **C** = compassionate: kind, sympathetic, empathy, generosity, respect, gratitude, humility
  • **E** = enlightened: eager to learn, prudent, open-minded, thoughtful, reflective
Discipline Policies:

- Individual class rules are established by the classroom teacher with student input. Rules will be stated in positive terms and posted within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced.
- Consequences include reflection on the part of the student and the identification of appropriate choices.
- With recurring inappropriate behaviors, the goal is to teach and reinforce the appropriate choices. Individual behavior plans may be required if behavior is frequent and not redirected through various techniques.
- Recurring inappropriate or difficult behaviors will be documented by the classroom teacher and communicated directly to parents. Depending on the severity and frequency, a student may be directed to the office.
- Notification of an office visit will be communicated to parents by the administration.
- Consequences will be designed to fit the problems of individual students.
- Behaviors that put others at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom and possibly from the school through an assigned detention, suspension, or expulsion.

In Class Behavior/Consequence Procedures:

**JrK:**
Positive reminders and modeling are used to help this age group make appropriate choices. Staff often use redirection techniques and positive reinforcement to help students manage choice and recovery from a behavior mistake or choice. Parents will be notified if a recurring or dangerous behavior is impacting the class and/or student.

**K-5:**

1. Identification of the behavior and reminders of positive and appropriate choices.
2. Redirection and/or offering of choices.
3. Short term recovery in an appropriate setting.
4. Referral to administration if behavior continues. Parent will be notified.

**6-8:**

1. Identification of the behavior and reminders of positive and appropriate choices.
2. Ongoing poor behavior choices will be tracked in the Jupiter system.
3. Detention will be issued for repeated infractions.
4. Three detentions or severe behavior will be reported to the administration.

Most behaviors do not proceed past steps one or two and parents are NOT notified under these circumstances unless the behavior procedures are required on a regular basis. If a child’s behavior moves beyond to step three or beyond, parents will be notified by the teacher and/or administration.
Behavioral Expectations:

At all times, students are expected to:

• Be respectful of each other (share, collaborate, use appropriate language and humor, no bullying, fighting, stealing)
• Be honest
• Maintain a clean and organized locker or classroom cubby
• Be prepared for each class (supplies and assignments, arrive on time)
• Be respectful of school property (clean up after self and others, no graffiti, eat in designated areas only, no gum ANYWHERE ON CAMPUS, dispose of garbage, keep books and equipment in good condition, no stealing)
• Be safe at all times (walk, quiet voices, no throwing of objects, no pushing, leave unapproved items at home, follow playground rules)
• Be respectful of all staff and follow the instructions given
• Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms)
• Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, good sportsmanship)
• Be in appropriate uniform

Within the classroom, students are also expected to:

• Complete all assignments and come to class prepared (paper, pencil, notebooks, planner, books)
• Be respectful of their teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times – break, lunch, before and after school, raise hand, refrain from “calling out”)
• Follow established rules as well as those specifically assigned by each teacher
• Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected. Time missed beyond reasonable expectation must be made up.
• Complete own work. Students may not copy the work of others, peers or authors, without citing their sources. If a student is caught cheating or committing plagiarism, they will be assigned a zero on the assignment/test/paper and parents/guardians will be notified immediately. If the behavior is repeated again during the school year, a conference will be held with the parent and child. This could result in a suspension or removal from the school.

If the behavior expectations cannot be resolved through the above policies and procedures, or (in our sole discretion) if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to insure the health and safety of all children. We may also suspend or dismiss a child (in our sole discretion) for lack of parental assistance in efforts to work with a difficult child and/or violations of our policies.

*In school suspension – student completes the school day and assigned work in a designated location on the school premises. Out of school suspension – student completes the school day and assigned work at home. **Expulsion – student is disenrolled from the school and may not return.
With technology, all students are expected to follow the technology guidelines as outlined on pages 30-34.

STUDENT UNIFORM/DRESS CODE
All uniform wear MUST be purchased at the True Grit Uniform Store, unless exceptions are made by the administration.

Uniform for Boys:
- Polo style long or short sleeve shirts must be white, navy blue, or light blue (only Merryhill logo permitted).
- Chino style pants or shorts (pleated or plain front) must be navy blue, khaki, or charcoal gray
- Pants are to be worn at the waist; no sagging or low rise waist

Uniform for Girls:
- Polo style long or short sleeve shirts must be white, navy blue, or light blue (only Merryhill logo) and not excessively tight-fitting.
- Skirts must be khaki, navy blue, charcoal gray, or our grey plaid
- Skirts, skorts, and shorts must extend to approximately ONE INCH ABOVE THE KNEE
- Chino style pants or shorts (pleated or plain front) must be navy blue, khaki, or charcoal gray
- Athletic shoes or closed toe-and-heel shoes, closed toed sandals with a back strap are permissible, no heels
- Pants are to be worn at the waist; no sagging or low rise waist

All Students:
- Any tank top or undershirts MUST be in school uniform colors (a pink tank top may not be worn under a collared shirt)
- All hoodies, sweatshirts, and sweaters must contain the school crest and be purchased from our uniform store or our School Spirit Shop.
- Hats can only be worn outside at recess. This includes beanies, caps, etc.
- Any coat or jacket may be worn outside only. Jackets worn inside must be in school colors and have an Merryhill logo or plain front.
- Jeans may only be worn on free dress days and other special event days as indicated
- Please label all clothing and check the Lost & Found regularly for missing items
- Jewelry should be simple and worn in moderation. Dangling and hoop earring should be avoided for safety purposes.
- Unless it is part of spirit day, unnatural hair color should not be worn to school
- Socks, tights, and leggings should be in uniform colors
- Shoes can be in any color but may not have fringe, sequins, fur, wheels or other distracting fabrics or items. Closed toe shoes such as boots, athletic shoes, and loafers are all permitted.
Spirit Days:

• Every Friday is a designated Spirit Day. Students may wear Merryhill spirit wear tops with uniform bottoms. See the newsletter calendar for spirit day dates.
  o High Dress Uniform: button-down oxford shirt or white polo with crest, uniform bottoms (navy short or gray pant for boys, plaid skirt or jumper for girls), loafer style dress shoe
  o School Spirit Dress: Merryhill tee/sweatshirt, uniform bottoms
  o Class Color Dress: Class color tee - this is a required purchase, uniform bottoms
  o Free Dress: Non-uniform wear is permitted

• If a student chooses not to participate in the school spirit or class color days, he/she should be in regular uniform.

PE Uniforms:
Students in grades 5-8 must wear the designated PE uniform which is purchased at True Grits, our uniform store (navy short, grey logo tee). In colder months, students may wear plain navy or grey sweatpants and sweatshirts. Dressing out for PE is part of their class participation grade. Failure to follow policy will result in a deduction of points which will impact quarterly grades.

Sport Team Uniforms:
Any student playing on a Merryhill PAL or intramural team must purchase the appropriate shirt and/or shorts. These items are ordered through the front desk and are placed once before each season (fall, winter, spring). Students should come to school prepared for practice with appropriate athletic shoes, shorts or sweats, and shirt or sweatshirt.

Purchasing Uniform Items:

• All uniform pieces MUST be purchased from True Grits (www.truegrits.com) or at their store located at 9912 Business Park Drive #165, Outlet #65, Rancho Cordova, CA 95670, 916-344-9510.

Uniform Infractions:

• When a student breaks the uniform policy, he/she will be asked to remove that item, if possible (such as a sweatshirt with a professional sport team logo that does not follow our sweatshirt policy). If a student needs to completely change clothing (such as a pink shirt that does not follow the uniform policy), parents will be called to bring new clothing or items will be provided from our extra set, if available. In the lower grades, teachers will contact parents about uniform infractions. In grades 6-8, infractions will be tracked and will result in a detention, if recurring.
STUDENT SUPPLIES AND LOCKERS

Supplies:
- Textbooks are provided by the school and reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to textbooks must be paid for at the time of damage or loss. Graduating eighth graders as well as any other students who leave the school permanently must return or pay for all texts before their records will be released to their next school.
- Students will need to purchase the following items prior to the beginning of the school year:
  - School Supplies (see June email)
  - Backpack
    - Large, wheeled backpacks are NOT necessary as students have easy access to their cubbies and middle school students access their lockers between every class. Large backpacks are NOT permitted on the bus (especially Zuca bags). A regular backpack and an organized cubby/locker are sufficient space for storing belongings during the day and increase safety as walking space is not then clogged with large bags.
  - Locker Lock (Middle School Only – grades 6-8)
    - Standard size shackle only, number turn dial locks only please

Cubbies & Lockers:
JUNIOR K & ELEMENTARY: Each student is assigned a cubby in their classroom for books, lunches, and clothing. Students must only use the cubby that is assigned to them and should respect their classmates’ private space.

MIDDLE SCHOOL: Each student is assigned a locker in the middle school hall for books, lunch and clothing. Since a locker is the property of the school, it may be inspected by school staff at anytime, for any reason. Students must only use the locker that is assigned to them. Locker access is strictly limited to right before school, between classes, breaks, lunch, and after school. It is the responsibility of the student to keep their locker clean and organized. Food must be removed from the lockers daily and lockers should be cleaned out weekly. Students will only be allowed to access their lockers during class, with permission.

All middle school students are to purchase a combination lock and the combination is to be given to the homeroom teacher to keep on file. This is a private space that should not be invaded by other students. Please have your student take precautions to avoid the possibility of such a situation. Students who choose to leave their belongings on top of the lockers and in various rooms around the school are doing so at the risk of items being misplaced.

PLEASE NOTE: Cell phones are allowed on campus (at your own risk), but we encourage students to leave them at home. After 3:45, students can access their cell phones as part of the after school program in the “phone zone”. Cell phones are not permitted to be used during the school day. If these devices are out and/or in use without...
permission, they will be confiscated. Confiscated items are given back at the end of the day to the students. After multiple offenses, parents will have to pick up the device. Students are requested not to bring money, jewelry, or other valuables to school. If it is necessary to bring money or valuables, the student should leave them in the office for safekeeping. Students should never leave valuables in their lockers.

**MEDICAL AND EMERGENCY PROCEDURES**

MEDICAL: All students are required to have an updated physical form on file and **all 7th and 8th grade students MUST have a TDAP form on file within thirty days of the start of the school year.** All physical forms should be submitted prior to the start of school. Merryhill School will follow the rules and regulations provided by the State with regard to handling children’s illnesses.

MEDICATION: We will **not** administer medications of any kind (including over-the-counter medication), unless the following items are presented:

1. If the medication is a prescription: The original prescription label must be present on the container along with the child’s name, specific dosage instructions, and a current date.

   Note: In circumstances requiring specific skills or prior medical training to administer medications or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

2. If the medication is **NOT** a prescription: Any type of medication which does not bear a prescription label will **NOT** be administered without a written note. This includes cough drops, eye drops, medicated ointments, pain reliever, etc.

3. A Medication Authorization form must be filled out completely and accompany the medication.

4. In the case of severe food or other allergies, a Food Allergy Emergency Plan form must be submitted to the front office with the medication (epi-pen, etc). An accommodation plan, which outlines the steps required to accommodate the allergy at school, will also require signatures from the parent/guardian.

EMERGENCIES: 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 Head of School reviews these procedures regularly with assistance from security experts as needed, and students and staff practice a wide variety of drills throughout the school year.
As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child.

If a child has an accident or incident during the day requiring medical attention beyond a simple bandage or cleaning, you will be contacted via email or phone. In the event of a serious emergency, the school will secure immediate medical attention as described on the “authorization for medical treatment” on the child’s emergency care card filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies. Your authorization allows us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician, if, in our judgment, there is insufficient time first to contact your child’s physician. Authorization allows us to make the decision of when an emergency exists.

If a child becomes ill while at school, parents will be notified and requested to pick up the child at the earliest convenience. Children who have a fever of 100 degrees or higher, are vomiting, have diarrhea, or show signs of a communicable disease will be removed from the classroom to a quiet area, parents will be called, and pick up should follow immediately. Children will not be able to return to school until the symptoms have disappeared and the child is fever free (without the use of a fever-reducing medication) for 24 hours. Children showing any sign of a communicable disease will not be allowed to return to school until a physician has treated the symptoms and a physician’s notice is given to return to school.
Technology Acceptable Use Policy

Acceptable Use Policy (AUP)

Nobel Learning Communities, Inc.
Policy on Acceptable Use of Information Technology Resources

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.

I have read this policy and I understand my responsibilities.

_________________________________________  _____________________________
Student  Date

_________________________________________  _____________________________
Parent/Guardian  Date
iPad® Policies & Procedures, 2016-17

JrK-3:

Merryhill School, Midtown is excited to be offering our lower school students access to Apple iPad® mobile digital devices. Our iPad® program, which provides mobile computing and wireless technology to our students, has been designed to support our educational mission, enhance the delivery and individualization of instruction, and promote educational excellence.

Use of these technologies is a privilege and requires a new level of responsibility and expectations beyond the Technology Acceptable Usage Agreement. This policies and procedures guide will outline specific guidelines for responsibility of care and use related to receiving an iPad®.

Using an iPad®

iPads® will be distributed to the students at the discretion of the staff for use in the classroom. Parents and students must read the Acceptable Use Agreement and iPad® Policies then sign and return the Acceptable Usage Agreement as well as the iPad® Pledge before an iPad® can be used.

Caring for an iPad®

Students are responsible for the general care of an iPad® when in use. To care for our iPad® properly, please follow these guidelines:

• Follow the school policies & procedures at all times.

• Do not remove an iPad® from its case.

• Only insert approved cords and devices into the iPad. Do so carefully.

• Do not press on or place heavy items on the iPad® screen. NOTHING should press against the screen at any time.

• Treat the iPad® like a piece of glass. It will break if mistreated.

• Keep the iPad® from extreme temperatures, food, drink, water, cleaning agents, etc.

• Turn off your device and secure it in the cart when finished.

• Do not leave an iPad® unattended or in an unsupervised area. Repeated offenses will lead to the suspension of iPad® privileges.

• Always use extreme caution when using and transporting an iPad®. If an iPad® is not working properly, please report it to your teacher. Normal wear and malfunctions will be handled by the school. Damage that is not accidental will be paid for by the student.
Managing Files & Saving Work

• Files and work will not be saved locally on the iPad.

Using & Loading Programs

• All programs and apps loaded by the school must remain on the device.
• Students may not download apps or other items without teacher approval.

Upholding Responsibility

• Students must use the iPad® in a responsible way and follow all school policies on technology usage as well as iPad® usage. Students must also use the device in an ethical way. Inappropriate language, photos, or subject matter will result in a loss of iPad® privileges for a determined amount of time. Any student receiving inappropriate content should bring this to the attention of their teacher or the administration immediately.

Failing to Uphold Responsibility

Students that participate in prohibited activities such as the following will be put on disciplinary action:

• Illegally installing copyrighted material or not following trademark laws
• Violating any school technology policy
• Accessing, using, or sending any inappropriate content
• Accessing and using unapproved sites
• Changing of settings without school approval
• Accessing or using other students’ accounts or iPads®
• Bypassing filters and other security features
• Intentionally damaging the device
• Participating in any illegal activity
• Plagiarizing any forms of media – graphics, movies, music, text, etc.
• Hacking
• “Jailbreaking” or otherwise tampering with the iPad®

Disciplinary actions are as follows:

• 1st offense: Student will be required to check-in and check-out their device each day for one week. Homework completion is still required and will have to be done with other
equipment. May include a parent conference and/or revocation of student use or access privileges, including iPad take home privileges.

- 2nd offense: Student will be suspended from iPad® use for two weeks and will still be responsible for all work completion during this time.

- 3rd offense: Student will lose all technology privileges and device usage for an extended period of time as determined by the administration.

- Repeated offenses or extreme violations could result in more permanent consequences such as suspension or expulsion from the school.

Looking forward to an amazing year, learning and growing together!