



**Merryhill Midtown**  
*Home of the Mustangs*

Grades JrK – 8

School Guidebook  
2024-2025

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# Welcome to Merryhill Midtown

Merryhill School's 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.

We believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we've built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through social awareness. They learn to work together, making the most of everyone's talents.

Our pursuit of excellence as a school depends on each student's desire to pursue their talents and academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe that this is best accomplished when an administration with vision, a committed faculty, supportive parents, and focused students work together.

## Guide to Terms

We strive to use language that embodies our Culture of Care, which emphasizes relationships in schools and workplaces, and for that reason, we use language that supports diversity, inclusion, and belonging. Throughout this Expectations Guide, we use "us" and "we" to refer to us, the School. Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, or another similar title at the School. "Family" or "You" to refer to you as the parents, legal guardians, and other trusted adults that care for your children. We use "Child" or "Student" interchangeably to refer to our students, your children.

# School Contact

Merryhill Midtown Elementary and Middle School

2600 V Street, Sacramento, 95818

Front Office Phone: 916-429-6055

Website: <https://www.merryhillmidtown.com>

Twitter: @MHSMidtown

Facebook: @MerryhillMidtown

Instagram: @MerryhillMidtown

## School Administration & Program Managers

Title	Name	Email
Head of School	Rachel Kennedy	<a href="mailto:rachel.kennedy@merryhillschool.com">rachel.kennedy@merryhillschool.com</a>
Principal	Brett Wallis	<a href="mailto:brett.wallis@merryhillschool.com">brett.wallis@merryhillschool.com</a>
Assistant Principal, Lower School	Katrina Duke	<a href="mailto:katrina.duke@merryhillschool.com">katrina.duke@merryhillschool.com</a>
Front Office Manager	Yolanda Rahmani	<a href="mailto:yolanda.rahmani@merryhillschool.com">yolanda.rahmani@merryhillschool.com</a>
Back Office/Finance Manager	Lisa Goerlich	<a href="mailto:lisa.goerlich@merryhillschool.com">lisa.goerlich@merryhillschool.com</a>
Manager of Technology	Liz Caraballo	<a href="mailto:lizabeth.caraballo@merryhillschool.com">lizabeth.caraballo@merryhillschool.com</a>
Manager of Athletics	Paul Kennedy	<a href="mailto:paul.kennedy@merryhillschool.com">paul.kennedy@merryhillschool.com</a>
Enrollment Director	Jordan Smith	<a href="mailto:jordan.smith@merryhillschool.com">jordan.smith@merryhillschool.com</a>

# School Calendar & Hours

**School Calendar:** Please click [here](#) to view or download the 2024-2025 calendar.

## School Hours

- Campus Hours of Operation: 7:00AM - 6:00PM
- Financial Office Hours: 7:30AM - 4:00PM

## Academic Hours:

- JrK Academic Hours: 8:15AM - 3:45PM (3:00 - 3:45 early dismissal window)
- Elementary School Academic Hours: 8:15AM - 3:45AM (3:00PM - 3:45PM K-5 study hall/early dismissal window)
- Middle School Academic Hours: 8:20AM - 3:40PM

## Arrival & Dismissal Hours:

- AM drop off for non-B&A students: 8:00AM - 8:15AM
- PM pick up for non-B&A students: 3:45 - 4:00PM
- NEW! Early Pick Up option for JrK-5: 3:00PM - 3:45PM

## B&A Hours:

- Before School Program Hours: 7:00AM - 8:00AM
- After School Program Hours: 4:00PM - 6:00PM

*Students not enrolled in the Before and After School Program may arrive to school between 8:05am - 8:15am and should be picked up by 4:00PM.*

# What Do You Need to Do Before School Begins?

1. Everything you need to know before school begins is contained in our Summer Communication Email Series sent directly to families and also available on our website, under [Summer Parent Communications 2024](#).
2. All Back to School Paperwork must be submitted before the first day of school and is required for all students.
  - a. [Jrk Back to School Paperwork](#)
  - b. [K-8 Back to School Paperwork](#)
3. Students must adhere to the CA Immunization requirements at all grade levels and will not be able to attend should immunizations not be up-to date as per those regulations.
4. Elementary and middle school students should provide their own backpack; however, please note that rolling Zuca or Zuca-like backpacks or rolling suitcases will not be allowed.
5. Student supplies should be purchased and sent with the student on the first day of school.
  - a. [Student Supply Lists](#)
6. Review arrival/departure procedures below.
7. Uniforms should be purchased prior to the first day. Review uniform details below. Should delivery of uniforms be delayed, students are permitted to wear plain navy or white polo shirts with khaki or navy bottoms in the interim.
8. All handbooks, policy forms, and expectation guides, including the technology policy, must be reviewed in full prior to the start of school. Families also must attend one parent orientation (in person, virtual, or asynchronous/recorded).

## Arrival and Departure Procedures

To maintain safety and security, it is imperative that all Families follow the school's arrival and departure procedures. Please be patient, especially during the first two weeks of school.

### Parking Lot Reminders

- We ask families to cooperate with the school by following the basic rules during car drop-off and pick-up. While on school property, adhere to the 5 MPH speed limit and refrain from using cellphones. Use caution at all times.
- The parking lot is one way. Please enter from 26th St. and exit to 27th St.
- Park in designated spaces or along the streets surrounding the school. Use the sidewalks/walkways leading into the building and proceed carefully through the one way parking lot.
- From 8:30-3:00PM, the parking lot gates will be closed, and the code #0062 must be entered manually on the keypad located on the left side of the driveway. Please do not share this gate code with anyone other than Family members (parents/guardians and other authorized individuals) listed on the emergency information form.
- Parents should avoid parking in the staff parking alcove during drop off/pick up to reduce pulling in/out across the student crosswalk.
- The security guard supports student safety during arrival and departure times. Please be respectful and follow directions should the security guard, or any other staff member. request that you slow down, relocate your car, etc.

## **Building Reminders**

- Families, students, and visitors enter through the main double doors from the outside, and enter their access code, 57095#, on the keypad unlocking the doors to the lobby area. Exterior doors located near the kindergarten wing are reserved for staff only.
- From 8:15-3:00PM, the building is closed, and all parents (including JrK parents) are required to check in at the front desk. You will note the stanchion on the front lobby will be up during this time, instructing all visitors to check in at the front desk. Please do not bypass this.

## **General Arrival Details**

- Students in K-8 are to be dropped off in the front office if arriving late. JrK parents may escort students to the classroom after 8:15AM, only after checking in at the front desk. Please make every effort to have your child arrive on time.
- When dropping off 1st-8th grade students, please refrain from entering the classrooms.
- JrK students must be escorted directly to the classroom and signed-in.
- JrK and Kindergarten students may receive assistance with their lunches/backpacks. However, please avoid sitting down in the classrooms, using classroom materials, or spending additional time in the rooms outside of the minimal support needed to put away personal belongings at drop off.

## **Drop Off Procedures**

- **Option 1:** Curbside drop off, otherwise known as “Kiss-n-Ride”, is offered during morning drop off for students in grade K and above; JrK students must be walked/signed in.
- **Option 2:** Parents may also “park and walk” their child in the building.
- Students enrolled in the B&A program may be dropped off anytime between 7:00AM-8:15AM, while students not enrolled in the B&A program must be dropped off between 8:00-8:15AM.
- The “Kiss-N-Ride” procedures are provided below:
  - Cars enter the lot from 26th street and continue through lot, keeping to the left side, until stopped adjacent to the loading zone sidewalk. Once the car is stopped, students then exit the driver’s side/left side of the car, proceed on the sidewalk, enter the building through the front doors, and proceed directly to their classroom. Cars exit the car line by merging to the right and proceeding through the lot to the exit.
  - Students must be seated behind the driver, be able to unbuckle themselves, must have all backpacks, lunch boxes, etc. with them in the back seat to eliminate the need for trunks to be opened. Parents must remain inside the vehicle.
  - There is no parking anytime in this Kiss-N-Ride lane. Cars may not be left parked and/or unattended.
  - Families with students that cannot unload without parent assistance should not use the Kiss-N-Ride Lane.
  - Students must be able to independently enter the door code to enter the building. Those unable to do so must be escorted by a parent, in which case parking in a designated spot is required.
  - There is no stopping and/or parking anytime after 8:15AM along the parking lot sidewalk/Kiss-N-Drop Lane. This is indicated by the "NO PARKING" cone sign. All cars

must be parked in designated parking spaces and enter the building for late drop offs and/or pick ups.

- The park and walk procedures are provided below:
  - Families of students unable to unload without parent assistance, or those wishing to enter the building, must park in the parking lot or on the street, and enter through the main office.
  - Parking is limited and families should avoid spots directly across from the Kiss-N-Ride curb, as backing out can be challenging when cars are also unloading along the curb. Please refer to the [Parking Lot Map and Guide](#) for more information.
  - Please avoid leaving valuables and bags visible in cars during drop off and pick up.
- If arriving late to school, parents must park and escort students into the building, where they will be checked in at the front desk in order for attendance and arrival time to be logged.
- Parents may not escort students to classrooms when arriving late, with the exception of JrK.

### **General Departure Details**

- If you need to pick up your child early, please go to the office. If you call campus in advance to notify of the early pick up, every effort will be made to have your child ready and waiting in the front office.
- Students will only be released to a Family member (parents/guardians and other authorized individuals) listed on the emergency information form. Students will not be released to a Family member (a parent/guardian or any other authorized person) who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up and appropriate agencies will be contacted.
- Please notify the office of any changes in authorizations or emergency information.
- Students in JrK-5th grades may not exit the building without a parent/guardian. As such, please do not call the front office to request your child be sent to the parking lot. Students in 6th-8th grades must “check-out” with a staff member prior to exiting the building for pick up.

### **Pick Up Procedures**

Parking is required for afternoon pick up.

- 3:00PM-3:45PM is offered as an early pick up window for students in JrK-5th grades only, to minimize crowding during after school pick up. During this time, parents may pick up students directly from their classrooms.
- During the early pick up window, parents may not enter classrooms but should wait at the classroom door, and students will be excused quietly. The early pick up window runs concurrently with study hall. Early pick up is not available for students in MS, as instruction runs until 3:45PM.
- Non-B&A program pick up runs from 3:45-4:00PM, and students enrolled in the B&A program can be picked up anytime up until 6:00PM. Late student pick-ups (after 6:00PM) will result in a charge of \$5/minute.



- There is no afternoon car line, and no stopping along the sidewalk will be permitted. Parents should not call the front office for student dismissal.
- With the exception of the handicapped parking spots, parents should refrain from parking in the “alcove” parking area nearest the front office during drop off and pick up hours to avoid cars pulling across the student crossing area leading from the sidewalk to the front office. While our security guard assists with student crossing during pick up and drop off times, reducing the number of cars pulling in and out of that area will help keep our students, and families, safe.

## Alma Parent Portal

Alma is a student information system that helps teachers assign grades, schedule student classes, and take attendance. All parents will be provided access to Alma upon enrollment. Alma has many other functionalities listed below with helpful trainings linked for parents. Please look below for the main features of Alma that are used consistently on campus.

- **Progress reports and Report Cards:** Each trimester, K-8 students will be provided with a progress report and report card. These reports will outline student grades and teacher commentary. These reports will be emailed to the Parent email address on file as well as provided in the Alma database. A link below will show you how to access report card pdfs.
  - [Report Card Training](#)
- **Lunch and Invoice Payment:** Alma is connected to parent accounts, and can be used to pay for lunches as well as other invoices, not including tuition. Parent may load money in a lunch account to be used for school lunch, or load funds to pay for other costs or school related invoices, including spirit wear, field trips, and more. The link below shows how to access invoices as well as load money to lunch accounts.
  - [Invoices Training](#)
- **Emergency Alerts:** Alma is equipped with an emergency alert system that allows parents to input cell phone numbers and communication preferences. Should there be an emergency on campus that requires urgent school wide communication, Administration will utilize Alma to mass text and/or call parents with any emergency information. Please ensure details (phone, email, and address) are correct for communication purposes. A link below shows how to access account information.
  - [Contact Info Training](#)

Should additional Alma account support be needed, such as a password reset, or assistance with invoices or lunch accounts, Parent should contact the Finance Manager.

## Communication with Families

In order to stay informed, be active in school programs, and be an integral part of your child’s academics, please take advantage of the following communication pieces:

- **Weekly Newsletters** – Every Sunday a newsletter will be emailed to provide families with upcoming school-wide events, special dates, and important reminders.
- **Monthly Calendar** – In each newsletter, the calendar will provide families with a list of future events.

- **Friday Emails** – Each Friday your child’s teacher will email an update of the week and provide reminders of what is coming up next.
- **Friday Folders** – Every Friday students in early elementary will bring home a folder containing completed assignments. 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, information can also be found on the school website. The website contains teacher e-mail addresses, a monthly calendar, forms, important links, and other general information. Access the parent tab, forms and handbook for school wide information.
- **Email** – As instruction will not be interrupted for phone calls, email is an excellent way to communicate with your child’s teacher/s.
- **Phone Calls** – To avoid class interruptions, teachers and students should not be contacted by phone during instructional hours. Phone messages can be left with the front office.
- **Online Access to Grades** – In August, each family with children in grades 3rd-8th will receive access to our Learning Management System, Schoology.
- **Conferences** – Family-teacher conferences may be scheduled throughout the year as needed. There will be two conference dates during the year in which school will not be in session to allow for conferences to take place. For a conference outside of these pre-scheduled dates, contact your child’s teacher through the office or email. Due to time constraints, after-hours meetings are not available unless a request is made in advance. Conferences may be scheduled in person or on Zoom.

Communication is essential for strong family- school relationships. We value your suggestions, questions, and concerns. As a general rule of thumb, it is best to begin with the person in closest contact to the question or concern. Front office staff are a great source of daily information and often will be able to either provide an answer immediately, or direct your queries.

The guidance below will assist you with determining who to contact based on your question or concern:

- Classroom and peer related questions and concerns should be directed to classroom teachers.
- Specialty class related questions and concerns should be directed to specialty teachers.
- General school related questions and concerns, including but not limited those related to lunch ordering, snacks, billing, school events, schedules, paperwork, uniforms, and attendance should be directed to the front office.
- Admissions related questions and concerns should be directed to the Enrollment Director.
- Technology related questions and concerns should be directed to the Manager of Technology.
- Athletics related questions and concerns should be directed to the Manager of Athletics.
- Before and After School (B&A) related questions and concerns should be directed to Assistant Principal Katrina Duke.
- Questions or concerns related to services provided vendors and/or staff, such as after school clubs and classes including but not limited to Jazzerettes, tutoring, and music lessons, should be directed to the vendor and/or staff member responsible for the club/class.

- Should additional questions or concerns remain after speaking with the staff member/s designated above, they should then be directed to administration.
  - Questions related to Lower School, JrK-4th grades, should be directed to Assistant Principal Katrina Duke.
  - Questions related to Upper School, 5th-8th grades, should be directed to Principal Brett Wallis.
- Should additional questions or concerns remain after speaking with the administrators as designated above, they should then be directed to the Head of School.

Adherence to this guidance will help your questions and concerns be addressed in a timely and effective manner.

## Field Trips

Elementary and Middle school students will be permitted to participate in field trips if the Family gives written authorization. The school will contract with a service to supply transportation for these student field trips. A one time transportation fee will be charged at the start of the school year for transportation to day trips only: \$150 for K-3rd, \$100 for 4th-8th. Please refer to the Field Trip Guide for additional field trip details including projected dates/costs.

## Attendance

It is our expectation that all students will be present for school each day, when they are healthy enough to do so. Please call the school to notify us when your child will be absent and the reason. Students with unexcused absences may be unable to make up missed assignments.

We discourage lengthy vacations during the school year, but we do understand that it may be necessary. Merryhill Midtown requires at least one week's notice of travel to the front office and the classroom teacher so that assignments can be provided to the student.

- All assignments are required to be completed and returned to the teacher on the day the child returns to school.
- The teacher may give additional assignments that were given during the child's absence once the student returns.
- Due dates for any additional assignments will be provided by the teacher.
- Without 1 week prior notice, assignments may not be provided ahead of time. If this occurs, the student will need to complete all missed assignments once they return to school. All assignments not received will be graded as incomplete and the child will receive a grade as though they were present for each assignment.

If your child's absences become excessive, the teacher and administration will request a conference to determine how to remedy the situation. Please consult with the administration if you have any questions or concerns.

Student tardiness 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. Excessive tardiness may result in dismissal from Merryhill Midtown.

Any student who has an excused absence is responsible for making up missed work. Students will receive one day for each day missed. Failure to make-up work will impact a student's progress and overall grade.

## Homework Guidelines

Learning does not end arbitrarily at the end of the school day and can take place in all environments and at all times. Young people need to gradually develop independent study habits in preparation for further academic pursuits. Recognizing these facts, Merryhill Midtown sets guidelines for homework completion. The assignments given will reinforce previously taught skills and will provide meaningful practice for mastery. A general, but not rigid, guideline for homework time per night is as follows:

- Kindergarten:
  - Read Every Day (RED) folders sent home for regular reading practice at teacher's discretion
- Grade 1-2: 20-30 minutes
  - Typically prepared in the form of weekly packets. Projects may be included.
- Grades 3-5: 45-60 minutes
  - Students will be assigned homework daily and will be provided a planner to record daily and long-term assignments. Projects may be included.
- Grades 6-8: 60-90 minutes
  - Students will be assigned daily and long-term assignments/projects which can be recorded in a Merryhill planner or monitored through Schoology.

Homework Tips and Policies:

- Organization is a key to homework success.
- 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.
- 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.
- Homework Club is offered for students in 3rd-8th grades on M-TH from 4:30-5:30PM as staffing allows. This option provides students a quiet space to study or complete homework.

## Honor Roll, Grades 3-8

Each trimester, students in grades three through eight may earn Honor Roll status:

Gold Honor Roll

- Grades 3-5 – all A's in core subjects and no N's in speciality courses

- Grades 6-8 – all A’s in core subjects and elective classes

#### Silver Honor Roll

- Grades 3-5 – A’s and B’s in core subjects and no N’s in speciality courses
- Grades 6-8 – A’s and B’s in core subjects, no grades below a B in elective courses

NEW: Honor Roll students will be recognized each trimester through a school wide Honor Roll assembly and receipt of a certificate of achievement. Honor Roll will also be indicated on report cards.

## Reporting Student Achievement

Student achievement is officially reported to families twice each trimester. Progress reports are distributed at mid-trimester and report cards are distributed 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. Grades reflect a student’s effort and responsibility and it is stressed that grades are earned, not given, and belong to the student and not to the teacher or the family.

- 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.
- Report cards are most effective when they clearly communicate a student’s learning and identify strengths as well as developing areas. A comprehensive report also assesses both academic and social development, is aligned with academic standards, and supports self-evaluation. In order to provide a more comprehensive look at a student’s performance and to convey more detailed information about what a student is learning and at what level it is being demonstrated, we have a hybrid report card model.
- The hybrid-type report card supplements the overall subject grades with standards-based marks that offer more specific information about student progress.
  - The traditional subject grade reflects the overall quality of a student’s work and progress. These grades are a combination of a variety of assessments and include performance on assignments and tests, effort shown in the classroom, and level of participation.
  - Standards describe in detail what students should know, understand, and be able to do. The standards-based criteria added to the report card gives parents greater understanding about your child’s progress. This additional information on the report card helps parents and students understand more clearly what is expected at each grade level as well as the student’s level of performance. With this understanding, parents are better able to guide and support their child to be successful in a rigorous academic program, and students are more easily able to monitor their own progress and set goals.

Schoology is a learning management system that allows teachers and students to share documents, complete assignments and assessments, communicate with one another, and manage grade books. In grades 3rd through 8th grade, parents can use Schoology to monitor all classwork

as well as upcoming assignments and assessments. Parents can also use Schoology to see up to the minute grades for their students as well as what has been turned in. Students can also use Schoology as a calendaring system to keep track of all of their assignments and work. This is the number one tool 5th-8th grade parents have to monitor student achievement. Schoology is the teacher’s primary method for communicating projects, grades, and missing work to parents and students. Click [HERE](#) to set up your Schoology Parent Account.

Another method of communicating student progress is through Family/Teacher conferences for all students, which will be held in October and March. During these conferences, students will not be in school (please refer to the school calendar). Additional conferences with teachers and/or the School Leader are available upon request. Please do not request a conference during the first two weeks of school as it is too difficult to properly assess your child’s work. Children may take two weeks or more to adjust to the new environment.

### Report Card Scales & Descriptors

Standards-Based Grades		
Level	Achievement	Descriptors
4	Exceeding Standard	<b>In depth</b> understanding of grade level and extended knowledge and skills. Student is able to analyze and synthesize essential content knowledge beyond the expected level of performance.
3	Meeting Standard	<b>Complete</b> understanding of the knowledge and skills at grade level. Student meets expectation as skills are performed consistently and accurately with little to no support. This is the expected level of performance.
2	Approaching Standard	<b>Partial</b> understanding of grade level knowledge and skills and is working to perform skills consistently. The student needs more time and support to reach mastery. This level of performance is progressing toward expectation.
1	Emerging Standard	<b>Limited</b> understanding of grade level knowledge and skills and is unable to perform skills consistently. This level of performance is below expectation and requires significant teacher assistance.
Traditional Subject Grades: K-2		
<b>E</b> - Excellent Progress <b>G</b> - Good Progress <b>S</b> - Satisfactory Progress <b>N</b> - Needs Improvement		
Traditional Subject Grades: 3-8		
Grade	Score	Description
<b>A</b>	90 - 100%	Demonstrates mastery of the content and often works beyond the expectation; consistently completes high quality work
<b>B</b>	80 - 89%	Demonstrates solid comprehension of the content and has a strong command of the skills; work is consistent and accurate
<b>C</b>	70 - 79%	Demonstrates an adequate level of comprehension and application of the content and skills; meeting basic requirements
<b>D</b>	60 - 69%	Demonstrates limited understanding of the content and skills and/or exhibits limited participation, resulting in inadequate work and limited evidence of understanding
<b>F</b>	Below 60%	Demonstrates weak proficiencies in the content area and/or work is below the minimum for credit

# FIERCE Student Learning Outcomes & Prosocial Skills

## SLO Grading

**Level 4** - Exceeds expectation

**Level 3** - Meets expectation

**Level 2** - Approaches expectation

**Level 1** - Emerging standard

## SLO Descriptions



<b>Communicates Confidently</b>	<b>Demonstrates Knowledge Innovatively</b>	<b>Contributes Positively to the Learning Environment</b>	<b>Acts as a Socially Responsible Citizen</b>	<b>Demonstrates Compassion Within the Community</b>	<b>Navigates Through Experiences as a Life Long Learner</b>
<ul style="list-style-type: none"> <li>• Articulates knowledge and ideas in varied situations, with a range of tools and for multiple purposes</li> <li>• Evaluates, interprets, and replies effectively to verbal &amp; nonverbal communication</li> <li>• Communicates through a variety of forms for varied audiences</li> <li>• Analyzes the effectiveness of one's communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves proficiency or above in core content areas</li> <li>• Applies core knowledge and skills to create and implement original and productive ideas and solutions</li> <li>• Uses knowledge to discover and develop cross-curricular connections and identify relationships</li> <li>• Accesses and uses information from varied sources appropriately and accurately in order to research, create, and express information and ideas</li> <li>• Understands and employs a variety of multi-step processes in order to create a final product (brainstorm, analyze, evaluate, question, implement, reflect)</li> <li>• Thinks critically and employs complex reasoning skills and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Works collaboratively to solve problems and generate new ideas</li> <li>• Interacts and works effectively with others</li> <li>• Accepts accountability for results and take pride in accomplishments</li> <li>• Engages in academic, extra-curricular, and social opportunities through active participation, a positive attitude, and commitment to the task</li> <li>• Is an active, empathetic and understanding listener and participant</li> </ul>	<ul style="list-style-type: none"> <li>• Guides and/or leads others by building and using leadership characteristics such as communication, interpersonal skills, perseverance, confidence, flexibility, honesty, and vision</li> <li>• Participates in civic life by becoming informed on issues and making civic decisions</li> <li>• Understands and addresses global issues and perspectives, including environmental, social, cultural, political and economic issues that impact the world</li> <li>• Makes a conscious contribution to others through service learning opportunities</li> <li>• Develops an awareness and appreciation for the arts</li> <li>• Communicates effectively in a second language and develop an appreciation of other cultures</li> <li>• Practices digital citizenship when working, playing, and learning online</li> </ul>	<ul style="list-style-type: none"> <li>• Acts responsibly and with integrity</li> <li>• Respects and celebrates the diversity of oneself and of others</li> <li>• Behaves in a manner that is inclusive of others, both in actions and in words</li> <li>• Demonstrates empathy towards oneself and others</li> <li>• Engages in conflict resolution conversations willingly and in a positive manner</li> <li>• Respects privacy and avoid gossip</li> <li>• Shows an interest in others by intentional reaches in prosocial (helping) behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Sets, follows through, and assesses the success of both long and short term goals</li> <li>• Develops individual areas of interest by applying learning and advancing skills to expand knowledge</li> <li>• Prioritizes and manages time and tasks efficiently</li> <li>• Becomes informed on various issues to aide in making appropriate personal choices (such as economic, health, social, environmental)</li> </ul>

# School Uniform and Dress Code

Our mission is to provide a secure, safe, and supportive learning environment for our students. The school uniform and dress code policy supports the classroom learning environment so all students have the opportunity to learn, grow and discover their sense of self during their years at school. Being well-groomed and appropriately attired for school, and all school related activities, is an important step in helping nurture students' confidence in themselves, their academic pursuits and personal achievements as part of our community and beyond.

School Uniforms by Tommy Hilfiger is our exclusive Merryhill Midtown School Uniform vendor. Our online store can be located by using the uniform link on our school webpage, parent tab, forms and handbook, or by clicking [here](#) and entering the school code MERRS2.

## PE Uniforms

Students in grades 6-8 are required to wear the PE uniform shorts available from our uniform store with a grey t-shirt or optionally, the grey PE shirt available from our uniform store. Appropriate footwear is also required (tennis shoes/sneakers). Students will spend the first 5 minutes of their PE elective changing out in the lockers and the last 5 minutes changing back into uniform.

## Spirit Wear and Spirit Days

Every Friday, students may wear Merryhill spirit t-shirts and uniform bottoms. Please note that spirit shirts are not part of the daily school uniform and should not be substituted for required uniform polo.

- On the first Friday of each month, and other select days throughout the year, students may wear free dress.
- School spirit sweatshirts can be worn with uniform anytime, and are available at the School Spirit Store, located in the front office.
- Non-uniform dates, including spirit dress and free dress dates, will be communicated in the weekly Sunday school newsletter. These dates will also be listed on the whiteboard located in the lobby, and reminders will be provided in weekly Friday classroom newsletters.

## Merryhill Spirit Shop

Families may purchase sweatshirts and other spirit wear from the School Spirit Shop. Click [here](#) for detailed purchase information.

**In addition to those outlined on the Uniform Guidelines below, students must also adhere daily to the following standards:**

- Crew length socks, anklets, sports socks, knee-highs, cotton/lycra tights (all in solid navy, black or white) or dark navy leggings worn with anklets are acceptable to wear.
- Sensible, safe, and comfortable closed toe shoes, with a back, are required for P.E. activities. UGG-type boots and plastic soled shoes are to be avoided.
- Hairstyles with extreme cuts or styles are not permitted. Hair must not extend into the eyes in a way that obstructs learning.



- Alterations to the uniform are unacceptable; i.e., shortening skirts, rolling, or other types of alterations.
- Clothing must fit, which means no sagging, no shortening of length, or too tight.
- MS students must wear their school P.E. uniforms for each P.E. class.
- No extreme make-up.
- Jewelry that inhibits P.E. participation is not to be worn.
- Baseball caps, visors, and hats must be worn outside only. When caps and hats are worn, the bill of the cap must be facing forward. Bandanas are not permitted.
- All outerwear must be free from inappropriate slogans or pictures.

**Free Dress Code for Students:**

- Clothing cannot promote or advertise rock groups, alcohol, tobacco products, violence, foul language, or other offensive symbols.
- Skirts and dresses must be fingertip length.
- Backless attire and/or off the shoulder, halter, spaghetti straps, or low cut necklines are not permitted.
- Shirts must be long enough to cover the stomach and back when arms are extended above the head. Absolutely no midriffs, sheer, or see-through clothing permitted.
- Undergarments may not show.

**Consequences for Dress Code Violations:**

**JrK-5th Students:**

- 1st offense: Verbal reminder to student, parent notification via email.
- 2nd offense: Verbal reminder to student, parent notification with acknowledgement form, requirement for change of clothes to be stored on site for child.
- 3rd offense: Verbal reminder to student, parent notification with acknowledgement form, requirement for change of clothes to be stored on site for child and Parent required to report to school to assist with changing their child's clothing/meet with Admin.

**Middle School Students:**

- 1st offense: Verbal reminder to student, change clothing required, parent notification via email.
- 2nd offense: Verbal reminder to student, change clothing required, and detention with parent notification/acknowledgement form.
- 3rd offense: Verbal reminder to student, change clothing required, and possible suspension with parent notification/acknowledgement form.
- During special functions such as a dance, the student may be asked to go home to change.

If students don't have a change of clothing available, they will be offered a used uniform in their size (if one is available), and/or parents will be called to bring alternate clothing.



# Merryhill Midtown Uniform Guidelines

## General Uniform Requirements

- **Tops:** polo style, long or short sleeve, from **School Uniforms by Tommy Hilfiger** only
- **Shorts/Pants:** khaki or navy, chino style, flat front, no cargo side pockets, no legging/capri/cuffed/distressed/torn style
- **Skirts:** pleated khaki or navy, pleated plaid from **School Uniforms by Tommy Hilfiger** only
- **Dresses:** navy or plaid from **School Uniforms by Tommy Hilfiger** only
- **Shoes:** Shoes and sandals must be closed back or have a back strap. No wheels, slippers, or shoes non-conductive for outdoor play.
- Bottoms may be purchased from alternate vendors but must adhere to uniform requirements as outlined.

## Uniform Layering Options

- **Socks and tights:** navy, white, black, gray permitted – solid colors only
- **Worn Indoors:** cardigans, sweatshirts, pullovers from **School Uniforms by Tommy Hilfiger** or School Spirit Store only
- **Worn Outdoors:** non-uniform rain jackets, heavy coats, or cold weather wear



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## WASC 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 a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our families, 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. During Spring, 2017, Merryhill Midtown participated in the full self-study process through the Western Association of Schools Committee (WASC) and was granted the full six-year accreditation status through June, 2023. During Spring 2020, we successfully completed our mid-cycle self-study process. In Spring of 2023, we successfully completed a full self-study process and campus visit, and was granted the full six-year accreditation status through 2029.

Part of the Accreditation process focuses on development and implementation of student learning outcomes, or SLOs. Merryhill Midtown's SLOs are as follows:



## Nutrition

Our hot lunch program is provided through Goodfellas4Kids, and can be purchased for \$7.50 daily. Orders are placed on a weekly basis. Hot lunch service begins the second week of school, Monday, August 26th.

- Lunch orders for the week ahead must be placed by 8AM on the first school day of each week, using the link/QR code provided in the weekly Sunday newsletter. Alternately, families may print the lunch menu with QR codes using the link below, and use those each week to place orders. Ordering opens every Friday and remains open through Monday at 8AM.
- Lunches are individually packaged and include choice of bottled water or a healthy juice option (typically Honest Kids Organic). A vegetarian option is available daily.
- The lunch ordering system will be locked after 8AM weekly; no lunches can be ordered after the system locks; please make sure to order from the correct week.

- Lunches must be paid in advance by loading your ALMA account. If the owed balance on your account exceeds \$75 (two weeks of lunches), lunch ordering will be suspended until the account is paid in full.
- JrK and Kindergarten lunches are delivered to the classrooms.
- View and download a sample [Hot Lunch Menu](#)

**If not purchasing hot lunch, students should bring lunch from home daily.**

- JrK and Kindergarten lunches are consumed in the classrooms. Microwaves are available for teacher assisted heating of lunch items; refrigeration is not available for student lunches. Ice packs are recommended to keep lunches cool.
- 1st-8th grades eat lunch in the Commons (cafeteria) following the schedule outlined below:
  - 1st & 2nd grades: 11:30AM-11:55AM
  - 3rd - 5th grades: 12:30PM-12:55PM
  - 6th - 8th grades: 12:00-12:25PM
- Microwaves are available in the Commons for supervised heating of lunch items.
- Napkins and utensils are also available for students in the Commons.
- In the occasion that a student arrives at school without a lunch, families will be called.
- **We are a peanut free & nut aware campus.** No foods containing nuts will be served by the school. No foods containing peanuts are permitted in student lunches or snacks. Foods with other nuts will be permitted following these guidelines:
  - Students are not permitted to share or swap food.
  - Students are required to wash their hands after consuming food with tree nuts.
  - Food items containing nuts should be labeled as such. For example, when sending an almond butter sandwich, label the bag/container “almond butter”. Not required for packaged foods that clearly indicates ingredients.
  - Nuts include but are not limited to: cashews, walnuts, almonds, pecans, pistachios, and hazelnuts.
- Any food allergies must be reported to the front office.
- We cannot accommodate food delivery via DoorDash or any other food delivery service.

**Snacks and Snack Cart**

Students are encouraged to bring two healthy snacks each day. Students in Kindergarten through 8th grades can also purchase from the snack cart daily. Snack cart services begin the first day of school.

- A morning and afternoon snack is provided for JrK only; students in JrK can also bring their own snacks.
- The Snack Cart program is available to students in K-8th grades during morning (K-8) and afternoon recesses (K-5).
- Snack Cart purchases must be paid for using a pre-loaded \$20 Snack Card only. Snack Cards can be loaded by adding money into parent ALMA accounts and completing the Snack Card form using this [link](#). This link will be included in the weekly newsletter throughout the year for easy access.

- Snacks are \$1.00 per item and students are limited to purchasing 2 snack items per recess. Cards are kept in a binder for staff access only, 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.

#### **Other Reminders**

- Families may order hot/ fresh baked cookies (2/\$1) every Tuesday to be provided at lunch. Orders are placed via the same hot lunch ordering link.
- Families wishing to send in treats for the class must communicate in advance with the teacher (at least 24 hours prior), and treats must follow expectations outlined above. Please note that we cannot host “parties” of any nature for students, such as birthday parties, on campus, or accommodate visitors for those events. Treats to celebrate birthdays should be dropped off in the morning; the treats will be distributed by the classroom teachers at the designated time.

## **Extended Day Programs/Camps/Clubs**

Our school offers an extended day program that enables students to arrive as early as 7:00AM and depart as late as 6:00 PM. Additional fees apply.

Students are expected to adhere to the school’s comportment code during the various school sponsored after school activities, extended day and extracurricular club activities.

Students are not permitted to bring to school electronic devices, such as but not limited to, iPods, video games, MP3 players, computers, iPads, Kindles, or CD players. All types of trading cards should remain at home.

#### **Before and After Care Program (B&A)**

The Before and After school program consists of daily activity rotations Monday through Friday for students in K through 8th grades. JrK students remain with their class.

- Before School program hours are 7:00AM-8:00AM. After School program hours are 4:00PM-6:00PM. Students not enrolled in the B&A program should be dropped off no earlier than 8:05AM and picked up no later than 4:00PM.
- The Before School program consists of gym play, outdoor play, and “Commons Lounge” (5th-8th).
- The After School program is highly structured, and runs concurrently with clubs and classes.
- Students enrolled in after school clubs and classes do NOT have to be enrolled in the B&A program, but should be picked up immediately following the club or class.
- The “Commons Lounge” is the school year equivalent of our summer game room, and will consist of table top/board games, limited video games, card games, etc. While students will still have the freedom to talk with friends, read, etc., our goal is to provide a more structured environment to encourage increased socialization and interaction between students.

- Students may not use iPads or other devices in the B&A program, with the exception of students in 5th-8th grades, who may use their devices for school related purposes (homework or academically focused/school approved apps) only.
  - In the AM, tables will be designated for iPad use in the Commons for students in 5th-8th grades only.
  - In the PM, a Homework Room will be available to students in 3rd-8th grades M-TH as staffing allows. This is the only location where iPads may be used afterschool.
  - After 3:45PM, students in 5th-8th grades can access their cell phones. However, they should only be accessed for communication purposes, or if listening to music. They may not be used for gaming, social media, etc.
  - Cell phones are not permitted for ANY age before school or during school hours through 3:45PM.
  - If students have repeated issues with cell phone use, they may be limited from bringing the device back to school.
- When picking up from the B&A program, please be mindful that the support staff are actively engaged in supervising students. While we encourage communication, extended conversations with supervising staff should be limited, and/or scheduled for times when staff are available and not supervising students. Most questions can be addressed at the front desk.

### **M2Enrich: Clubs and Classes**

Our after school programming extends student learning beyond the academic day through fun and creative options for all students.

- After school club and class options change throughout the year with new catalogs updated and emailed to families three times each school year: Fall, Winter, Spring.
- The Fall Catalog will be made available to families in late August. The catalog will contain descriptions for each club/class, including designated age group, cost, dates, and times for each option. The Fall M2Enrich Session is expected to run for 10 weeks from mid-September through mid-November. Each subsequent session runs for approximately 9-10 weeks with exact dates TBD.
- Clubs and classes range from \$125-175/10 week session (a total of \$12.50-17.50 per club/class).
- An enrollment form will be included on the last page of each catalog; please read the instructions carefully to ensure accurate registration.
- In general, most clubs/classes run once weekly from 3:45-4:30PM. However, music lessons and several club options will begin at 3:00PM, and run concurrently with study hall for K-5 students. K-5 students enrolled in these earlier lessons/clubs will be dismissed from study hall on the day of their lesson/club.
- After school clubs and classes are taught by Merryhill Staff, as well as outside vendors who bring their courses to our campus.
- We do expect that classes will fill quickly, and encourage prompt registration and payment to ensure your child's space. Spaces are filled on a first come, first serve basis. When filled, a waitlist is formed.

## **M2Enrich Athletics**

In partnership with the parochial athletics league (PAL), league sports are available to students in grades 1st to 8th, depending on the sport.

- These are competitive teams that play against other private schools in the Sacramento area. The anticipated sport offerings include:
  - Fall Sports: Beginning late August: Boys' Flag Football (grades 6-8), Girls' Volleyball (grades 5-8), Co-ed Cross Country (grades 5-8)
  - Winter Sports: Beginning mid November: Boys' and girls' basketball (grades 5-8), Little Dribblers (grades 1-4)
  - Spring Sports: Beginning in late February: Boys' Volleyball (grades 5-8), Girls' Flag Football (grades 6-8), Co-ed Track & Field (grades 5-8), Co-ed Golf (grades 5-8)
- Sports are extracurricular activities and student attendance in academic sessions is top priority. If a student is not in attendance for the school day, they may not participate in after school activities including sports practice, team building, or games. Families will not be refunded for lack of participation.
- Families can expect to receive communications related to our Athletics program throughout the year directly from our Athletics Director, Paul Kennedy.

## **M2Enrich Music Lessons**

Piano, string instrument, and voice lessons are offered as part of our after school program for students in K through 8th grades. Spaces are limited, and will be filled on a first come, first serve basis.

- 1:1 music lessons are offered after school by several different music teachers.
- 30 minute lessons are offered at 3:00PM (K students only), 3:30PM, 4:00PM, 4:30PM, 5:00PM and 5:30PM daily at a cost of \$40/lesson. Morning lessons, 7:00AM and 7:30AM may be offered depending on vendor ability.
- Students enrolled in music lessons last spring and/or over summer are offered priority in order to continue lessons; remaining spots are offered on a first come, first serve basis.
- Music lessons for the 24/25 school year will begin in early September.

# **Codes of Conduct and Technology Responsible Use Agreements**

The Student Codes of Conduct and the Technology Responsible Use Agreements (Kindergarten through 8th) are located on the following pages. Families are required to review these respective codes with their elementary and/or middle school student. Students and Families are expected to adhere to these documents throughout the school year. By enrolling your child in our school, we expect that they agree to the Code of Conduct below. Families are expected to explain and share this Code of Conduct with their child.

**Behavior 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 through assigned recovery time. Individual behavior plans may be required if behavior is frequent and not redirected through varied techniques.
- Recurring inappropriate or difficult behaviors may be documented by the classroom teacher and communicated directly to family. Depending on the severity and frequency, a student may be referred to the office.
- Notification of an office referral will be communicated to family by the administration.
- Consequences will be designed to fit the needs of individual students and/or situation.
- 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.

**School Agreements:**

- Mutual respect of things, ourselves, and others
- Attentive listening
- Appreciation of others
- Positive participation in school activities

## Parent Code of Conduct

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all Parents at our school about conduct expectations while on school property, at school events and when interacting with school employees and/or students.

Parents play a formative role in the development of a child's sense of justice, equity, and the dignity and worth of all members of our school community. They act as one of the most influential role models within a child's life. The adult community of our school is expected to model courteous behavior and treat all members of the school community with respect and consideration.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and Parents want all children to learn in a safe environment
- Teachers, administrators and Parents must work together for the benefit of all students
- All Parents, as well as all members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern



In order to provide a peaceful and safe school environment, the school prohibits the following behaviors by Parents:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, office, campus lobby, or school grounds, including sporting events and parking lots.
- Threatening to harm a member of the school community or to damage the property of a member of the school community.
- Defamatory, offensive or derogatory comments regarding the school or school staff.
- Approaching or interacting with students in an aggressive, accusatory, or hostile manner, correcting another student's behavior, or approaching students in order to discuss or chastise them because of the actions of the student. Parents should limit interactions with other students to brief pleasantries.
- Smoking and consumption of alcohol or other drugs whilst on school property or while serving in a volunteer capacity on or off campus, including while chaperoning or attending field trips.

Parents are expected to adhere to the following:

- Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels so concerns can be dealt with fairly, appropriately, and effectively for all. Refer to the section on guidance for communication for more details.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Parents will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- Appointments with staff and administration should be scheduled in advance. School staff and administration may not always be immediately available to speak with Parents.
- When serving in a volunteer capacity for the school, all Parents must comply with guidelines as outlined in the Volunteer Handbook and have a signed copy of the Volunteer Handbook Acknowledgement form on file in the front office.
- Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to other parents nor forward other parents' email addresses without their permission.
- Parents will respect the privacy of students and staff, and refrain from taking unsolicited pictures and/or videos.

- It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- Treat all school property with care.
- Follow all parking lot procedures.
- Follow all drop off, pick up, and building procedures including but not limited to the following:
  - Avoid entering classrooms, with the exception of JrK. Parent should stop at the classroom door.
  - Between the hours of 8:30-3:00PM, Parents may not proceed past the front office. The front office will grant permission to proceed when applicable, following school policies for campus visitors.
- When attending any kind of school assembly or event, parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating any disturbance during performances or speeches by students, staff or visitors.

Any parent or school community member who invites a relative, friend, support, carer or other person to be present at any official school activity held by or for the benefit of the school and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

## Student Code of Conduct

### **At all times, students are expected to:**

- Be respectful of others (share, collaborate, use appropriate language and humor, no bullying, fighting, respect person space of others, refrain from public displays of affection such as sitting on laps, holding hands, kissing, or touching)
- Be honest
- Be respectful of school property (clean-up after self and others, no graffiti, eat in designated areas only, no gum on campus, dispose of garbage, keep books and equipment in good condition)
- Maintain safe body (walk, quiet voices, no throwing of objects, no pushing, follow playground rules)
- Be respectful of all staff and follow instructions
- 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 teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times, raise hand)
- 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 may result in consequence.
- 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 family will be notified. If the behavior is repeated again during the school year, a conference will be held with the family and child. This could result in a suspension or removal from the school.

### **Disciplinary Action**

It is the goal of our school to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Positive reinforcement remains the utmost focus to strengthen FIERCE actions and choices. However, consequences for behaviors contrary to expectations may include but are not limited to:

- Verbal warning and/or redirection
- Removal from the classroom or school activity
- Written notification to Family
- Early pick up from school
- Required meeting with administration/teachers, possibly before Student may return
- Behavior Plan
- Detention or Loss of Privilege/Activity - Teacher and/or campus leader imposes an assignment or duty, usually during recess time
- Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
- Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or Families. When considering the nature of the offense, both severity and frequency are taken into account.

Most behaviors do not proceed past steps one or two and families are not notified under these circumstances unless the behavior procedures are required on a regular basis. If a child's behavior moves beyond step two, family will be notified. If a child's behavior gravely impacts another child, the family of that child will also be notified of details specific to their child. The school respects the privacy of all students and as such, limits sharing of information pertaining to a student, including but not limited to information regarding student behavior and follow up. The school will not share or divulge information about a student to Parents other than those of the student.

**When non-reoccurring in nature, the following are examples of behaviors that are typically considered minor, and thus are typically handled by classroom teachers or the attending adult:** teasing/name calling, inappropriate/disruptive hallway or bathroom behavior, talking out of turn, pushing in line/hallways, disrespecting others, inappropriate use of electronic devices, lying, cheating, inappropriate language, and disrespecting personal space/desk of others. Students demonstrating behaviors including but not limited to the examples listed above may be referred to the administration if the behaviors become reoccurring or chronic in nature.

**When reoccurring or severe in nature, the following are examples of behaviors that are typically considered major, and thus are referred to administration:** fighting, physical aggression, defiance including refusal to relocate or elopement, vandalism, serious threat/intimidation of others, theft, plagiarism, and reoccurring minor behaviors as indicated above.

### **Cell Phones:**

Cell phones are allowed on campus (at your own risk), but we encourage students to leave them at home.

- After 3:45pm, students in 5th-8th grades can access their cell phones. However, they should only be accessed for communication purposes, or if listening to music. They may not be used for gaming, social media, etc.
- Families are discouraged from calling and texting students throughout the school day as students are not permitted to use their devices. Doing such sets a bad example and conflicts with school policies. Should a Parent need to contact their child, they should call the front office.
- Cell phones are not permitted to be used during the school day by students in any grade level. This includes devices that have cellular capabilities including iWatches and other smart devices. If these devices are out and/or in use without permission, they will be confiscated. Confiscated items can be picked up at the front desk at the end of the day. It is a students responsibility to pick up a confiscated device with their parent from the front desk at the end of the day. The Parent must sign the confiscation log to acknowledge the incident and that the device has been returned.
- After multiple offenses, students may be limited from bringing the device back to school.
- Personal devices, such as personal iPads or computers, are not permitted at school.

### **Lockers:**

Each middle school 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 before school, between classes, lunch, and immediately following end of 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. We highly recommend purchasing a MasterLock number combination lock as these cannot be reprogrammed. Lockers are a private space that should not be invaded by other students. 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:** 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 safe-keeping. Students should never leave valuables in their lockers.

## Elementary/Middle School Student's Technology Responsible Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, digital information, and communications technologies are powerful tools, which open up new learning opportunities. These technologies can stimulate discussion, promote creativity and stimulate contextual learning.

As educators and Families, teaching our children digital citizenship and responsible use of this technology in the 21st century is **paramount**. Young people have an entitlement to safe internet learning, and it is our collective responsibility to ensure their safety.

Merryhill School, Midtown is excited to be offering our students Apple iPad® mobile digital devices with a 1:1 program in grades K-8th. Technology plays an important role in our lives today. Technology is simply one more learning tool that allows us to give students a robust, rigorous and relevant 21st Century education.

Use of technologies in all grade levels is a privilege and requires a level of responsibility. This policies and procedures guide will outline specific guidelines for responsibility of care and use related to receiving an iPad®.

- Students in K-3rd grades are not permitted to take iPads home overnight or on the weekend. While this was initially permitted, misuse of devices at home is becoming more common, so these devices will now remain at school.
- Students in 4th-8th grades may take their iPads home as normal, but they are only to be used for school work and should NOT be used for gaming, social media, or personal use of any kind. Should this expectation not be followed, this privilege may be revoked. It is the parent's responsibility to monitor device usage at home.

### **Receiving a 1:1 iPad®**

iPads® will be distributed at the beginning of the year following an iPad® training session for parents and students. Each iPad® will be labeled in a manner specified by the school for easy identification. Each iPad® can be identified by the serial number as well as the school issued number. Parents and students must sign and return the Acceptable Usage Agreement as well as the Policies & Procedures Agreement Form and iPad® Pledge before an iPad® will be issued. A student must also supply an iPad® cover (see recommendations) at the time of distribution which must remain on the iPad® at all times. Students are responsible for obtaining a stylus and ear buds for use with the iPads®. The following cases are preferred as they have been proven to be effective in protecting the iPads®: Lifeproof, Otterbox Defender Series, or Griffin Survivor Series. Prior to the final week of school, iPads® will be returned to the school and inspected. Any student that does not complete the school year must surrender their iPad® at the time of dis-enrollment. Failure to check-in the iPad® at the end of the year or end of enrollment will result in a fine for the cost of the replacement iPad®. Failure to return could also result in a theft report being filed with the police department.

### **Caring for an iPad®**

Students are responsible for the general care of their issued iPad®. iPads® that are not working properly or are broken should be immediately taken to the Media Lab for evaluation. To care for your iPad® properly, please follow these guidelines:

- Follow the school policies & procedures at all times.
- Keep the iPad® in a case at all times and only wipe down with an approved clean, microfiber, soft cloth (soft polyester cloth). NO CLEANERS. NO PAPER TOWELS.
- Do not place any stickers or writing on the iPad®. Cases, purchased by the student, may be decorated only on the outside of the 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. Consider purchasing a backpack with a technology “pouch” to protect the iPad® from textbooks, pens, etc. 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® and attachments in a bag or case.
- Keep the iPad® from extreme temperatures, food, drink, water, cleaning agents, etc.
- Turn off your device and secure it when work is finished.
- iPads® should be stored in a safe place when not in use.
- Do not leave an iPad® unattended or in an unsupervised area. This includes an unlocked locker or car. This also includes the school grounds, lunchroom, locker rooms, hallways, or bathrooms. If an iPad® is found in an unsupervised area, it will be taken to the Administrative Offices to be claimed. 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 to the Media Team for evaluation. Normal wear and malfunctions will be handled by the school. Damage that is not accidental will be paid for

by the student. And, if the iPad® needs to be replaced, replacement cost will be paid for by the student and the new iPad® shall be property of the school.

### **Using an iPad® at School**

It is intended that the iPads® will be used at school each day. The iPad® should be brought to each class unless otherwise noted by the teacher. As this is a Merryhill-owned device, staff has the right to check a student's iPad® and the material it contains at any time. The iPad® should move from home to school daily; student responsibilities include:

- If an iPad® is left at home, the student must complete assignments as if the iPad® were there. Failure to bring an iPad® from home three times will result in the iPad® remaining at school for check-out for two weeks. Homework will then have to be completed as if they had the iPad®.
- iPads® must be charged each evening at home and be brought to school fully charged.
- Home wireless networks may be added to the school-issued iPad®. This will assist them with usage at home.
- Sound should be silenced on all iPads® unless otherwise directed by the teacher.
- If any students' iPad® is undergoing repair, a loaner will be issued by the school.
- No games or non-school related programs may be used during academic hours.
- Devices must be locked in lockers during break, lunch, recess, PE, or when not being used for a class.
- Students will be able to print at school via Airprint® capable printers.
- Students will be able to customize their iPad® covers. The device name should be on the main screen so that it is easily identifiable, therefore, students should not change the background screen.
- iPads may not be used during lunch or recess unless a student is working in a classroom on a specific assignment with teacher permission.
- The iPad® should never be password protected.

### **Managing Files & Saving Work**

- Files and work will be saved locally on the iPad. Access to the files server will be available, however it will not be accessible at home so all data is stored locally on the iPad®.
- Students should regularly back-up their work. During the sync process, work can be lost. Devices are not perfect and often have to be reprogrammed. Because of these circumstances, students should always have a back-up in order to avoid loss of important class content.
- Students should save work to the iPad and where available to iCloud using the students iTunes account. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is recommended students regularly back up data to the cloud storage provided by Apple. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for

not submitting work. With the availability of the Cloud storage or within each particular app or programs, it is still the student's responsibility to ensure that the work is not lost.

### **Using & Loading Programs**

- All programs and apps loaded by the school must remain on the device. Apps will automatically be pushed to the student iPad®. These apps are the property of Merryhill School and will remain the property of Merryhill School even once installed on the student iPad. All iPads will contain Pages, Keynote, iMovie, and Garage Band. Other apps may be added by the school throughout the school year.
- Photos and music on the iPad® should be school-related.
- Syncing must be done with the schools sync station. This is the only way to load apps onto the device.
- Software upgrades for licensed software and apps are sometimes required. Students may be required to turn in their iPad® for periodic updating and syncing. All unauthorized Apps and programs may be deleted by the school at any time. Merryhill School will notify students on how to update apps should updates be necessary.
- If a student would like to request to upload other apps, a completed Request Form must be submitted to the Media team and include both student and parent signatures. The media team will review the request and will either accept or deny the request.
- Personal content may need to be removed if more memory is required for school related apps and files. If illegal software/apps or inappropriate content is discovered, the iPad® will be reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

### **Upholding Responsibility**

- Parents are expected to monitor home usage, in grades 6-8, and talk to their children about the standards they should follow when using the internet and other media. Parents should also check to ensure the iPad® is being stored correctly and is always in a safe location. No other family members should use the school-issued iPad®.
- Parents are required to attend an iParent Workshop in August. Students will not be issued a device until training is complete for parent and student. Student training will occur during the first week of school.
- The school will provide the technology and tools necessary to support the 1:1 Program as well as offer guidance and instruction on using the device and complying with all usage policies.
- Students must use the iPad® in a responsible way and follow all school policies on technology usage as well as iPad® usage. Students should monitor their device carefully – to prevent damage and to protect the device and our computer system. 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.

**TECHNOLOGY SUPPORT: ACCEPTABLE USE**

The use of the Merryhill School’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by Merryhill School is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled at Merryhill School

**Parent/Guardian Responsibilities**

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Merryhill School students will have access to their device during school hours. Obviously, you as Parents will need to establish ground rules for iPad® use outside of the school day. Devices will have Internet filtering on them at all times. Merryhill School will also be able to restrict the purchase of legal or “illegal” content through iTunes that can be put on the device.

**Merryhill School’s Responsibilities are to:**

- Provide Internet access to its students

- Provide Internet filtering
- Provide cloud-based data storage Merryhill School reserves the right to review, monitor and restrict information stored on or transmitted via Merryhill School's owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

**Students are responsible for:**

- Using iPads® in a responsible and ethical manner
  - Obeying general school rules concerning behavior and communication that applies to iPad®/ computer use.
  - Using all technology resources in an appropriate manner so as to not damage school equipment.
  - Helping Merryhill School protect our computer system/device by contacting an administrator about any security problems they may encounter
  - Monitoring all activity on their account(s)
  - Securing the iPad® after they are done working to protect their work and information
  - Notifying a school faculty or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable
- iPads® that malfunction or are damaged must be reported to the Media Center. Merryhill School will be responsible for repairing iPads® that malfunction and/or repairs covered under warranty. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad® that is stolen must be reported immediately to the main office. The administration, will conduct a full investigation and report.

**Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or applicable law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Inappropriately utilizing photos, video, and/or audio recordings of any person
- Changing iPad® settings in an effort to circumvent the filtering system
- Downloading inappropriate apps
- Spamming or sending inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Vandalism to your assigned iPad® or another student's assigned iPad®

**REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS**

Merryhill School recognizes that with the implementation of the iPad® initiative there is a need to protect the investment by both the school and the student/parent. Therefore, we have set the following guidelines in place:

**Damage / Loss**

Take the iPad® to the media lab if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad® may be issued to you, if available. All iPad® policy agreements remain in effect for the loaner iPad®. If the iPad® is stolen or damaged by another party, please report it to the office immediately.

**Accidental Damage**

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition

**Replacement**

Students/Parents will be held responsible for ALL (full payment) damages to iPads® including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost. The cost of replacing the school issued iPad® is \$450.00. The cost to repair a screen is \$250.00. All replacement iPads® must be purchased through the school.

**Warranty Coverage:**

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting in a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.
- Exclusions (Parent/Guardian will be liable for entire replacement cost of the device):
- Intentional damages.
- Not reporting damages the next school day.
- Negligence.
- Loss or damages resulting from fraudulent, intentional or criminal acts.

**Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

**Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad® in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad® computer.

<b>Term</b>	<b>Definition</b>
<b>App</b>	Application: software that runs on an iPad® or other Apple portable device, such as the iPhone
<b>Apple ID:</b>	Username for Apple that is associated with the iTunes store and iCloud. Students may set their iPad® up with one or two Apple IDs.
<b>Dropbox:</b>	Dropbox is a cloud-based storage solution that allows users to upload and download documents and data across multiple devices including the iPad®
<b>Find my iPhone</b>	A service provided by Apple that allows for the location of Apple devices including iPads® and iPhones. In order for Find my iPhone to work, the device must be on, with location services turned on. The app can be downloaded from the App Store, and the service is available at iCloud.com.
<b>iCloud</b>	The virtual storage space that Apple offers to all users with an initial amount of free space.
<b>Ink on</b>	The ability to physically write on a screen with a finger and/or stylus.
<b>iOS</b>	Mobile Device Operating System: this is what runs the iPad®, and it also includes some built-in free Apps, such as Calendar, Maps, Mail, Safari, and many others.
<b>iTunes</b>	Software for purchasing music from the iPad®, or accessing all of Apple’s IOS software available for purchase from a desktop computer. iTunes was also the primary way for managing an IOS device, though this has largely been supplanted by iCloud. Access to these features requires a free Apple ID. It is possible to limit spending through iTunes in two ways. First, it is possible to setup an Apple ID without a credit card. Second, a child may be given an automatic monthly —allowance for exclusive use in the iTunes store.

<b>Term</b>	<b>Definition</b>
<b>Jailbreak</b>	Changing the Apple iOS to allow for purchases outside of the iTunes portal. This nullifies the Apple warranty and is forbidden.
<b>Media</b>	Apps, songs, pictures, videos, documents, slide-shows, spreadsheets.
<b>pdf</b>	Portable Document Format: a picture of a page that is commonly used in communication. Because it is a picture, it is usually not a page that is meant to be edited. PDFs can be opened on virtually any computer.
<b>Peripheral Device</b>	Any iPad® compatible accessory. Check with your local Apple representative.
<b>Social Media</b>	Sites, such as Facebook, Google Plus and Twitter, which are used to augment social interactions between people through an electronic device.
<b>Stylus</b>	A virtual pen; i.e., a device that looks like a pen but is not, that is used to write on the iPad® screen, electronically.
<b>Sync</b>	Matching what is on one machine with another machine, or a profile of a device on another machine.
<b>Updates</b>	Software patches, fixes and improvements that software developers provide from time to time in order to improve software function.
<b>Virtual Storage</b>	Storage that is not local to a machine, but exists on some distant server, that the user can access at any time, from any computing device with internet access.
<b>Wi-Fi</b>	Popular term for a wireless internet connection